

DAILY MANAGER PRIORITY SHEET

Use this before the shift, during the rush, and before you leave.

Date: _____	Manager: _____	Shift: _____	Expected Covers/Sales: _____
TODAY'S THREE PRIORITIES			
Priority / Required Result	Owner	Deadline	How We Verify
WHAT IS NOT READY?			
Risk / Gap	Corrective Action	Owner	Check Time
PROTECT DURING PEAK SERVICE			
Critical Station / Constraint	What Must Be Protected	What Can Wait	
FIVE-MINUTE MANAGER RESET			
What is not ready?		What is most likely to hurt us next?	
Who owns it?		What can wait?	
When will we check again?		Current bottleneck / constraint:	
END-OF-SHIFT NOTES			
What did we make unnecessarily hard tonight?		What changes before the next comparable shift?	
Owner of the change:		Verification date / time:	