

DAILY PERFORMANCE

Club # _____ Date: _____

DAILY EXPECTATIONS

- ❖ 30 Lead Calls Daily
- ❖ 50% FC's Booked @ POS
- ❖ 5 Appointments Booked
- ❖ 7 New Online Reviews
- ❖ 2 Member Photos Taken

TODAY'S GOALS

- 🌀 ___30___ Total Lead Calls
- 🌀 ___5___ Gym Tours Conducted
- 🌀 ___2___ Member Photo(s) Submitted
- 🌀 ___1___ Social Media Post(s)
- 🌀 ___7___ Review(s) Obtained
- 🌀 ___5___ Memberships Sold
- 🌀 ___2___ TT / PT Units Sold
- 🌀 ___5___ Member Referral
- 🌀 ___5___ F.Cs Booked
- 🌀 ___7___ Yellows Converted

ADMINISTRATIVE TASKS

- Responded to Club O.S.
- Responded to Emails
- Responded to Voicemails
- Responded to Medallia
- Updated Maintenance
- Social Media Post

HOUSEKEEPING DUTIES

DUST | WIPE DOWN

- Cardio Machines
- Strength Machines
- Entrance / Cubbies
- Weights / Accessories

SWEEP | MOP | VACUUM

- Restroom / Hallway
- Office / Lobby
- Functional Training / Studio
- Free Weights / Strength Area

Spray Bottles / Trash Cans / Mints: Checked | Restocked

TODAYS RESULTS

- 🌀 _____ Total Lead Calls (Hellogym)
- 🌀 _____ Missed Calls (Hellogym)
- 🌀 _____ Gym Tours Conducted
- 🌀 _____ Member Photo(s) Submitted
- 🌀 _____ Review(s) Obtained
- 🌀 _____ Yellows Converted
- 🌀 _____ Business to Business/Referrals
- 🌀 _____ Cancellation Request

CLOSING STATS

	UNITS	EFT	GROSS
🌀 Memberships Sold	_____	\$ _____	\$ _____
🌀 TT / PT Units Sold	_____	\$ _____	\$ _____
🌀 F.Cs Booked	_____		
🌀 Cash Collected (NMU & Water)	_____		
🌀 EOD Till		\$ _____	

ADDITIONAL REVENUE

Yellow Fees Collected _____ | Tailgater Fees Collected _____

END OF DAY REMARKS:

Today's Team: _____