Six steps before the doors open

Six checks to prepare the team, protect service, and establish today’s management priority.

Date _____ Location _____ Service period _____

- [ ] **1 Review yesterday**

  Identify what worked, what missed, and one lesson or unresolved issue affecting today’s service.

- [ ] **2 Understand today’s demand**

  Check reservations, expected walk-ins, local events, takeout, and weather conditions that may affect service.

- [ ] **3 Align staffing with demand**

  Compare scheduled coverage with expected demand; adjust deployment where practical while protecting service standards.

- [ ] **4 Confirm service readiness**

  Check critical prep, deliveries, product availability (86s), equipment, and opening readiness before doors open.

- [ ] **5 Review the handoff**

  Confirm guest follow-ups, unresolved problems, and commitments carried forward with clear ownership.

- [ ] **6 Set today’s priority**

  Choose the single most important management action and communicate it to the team.

TODAY’S MANAGEMENT PRIORITY

Priority _____

Action _____

Owner _____