

Manager Weekly Report
Weekending __/__/20

Inventory weekly counts update

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Professional Inventory:

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Time off update:

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One on one updates: (Please name staff member, issue and results)

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New employees in Software:

- No new staff this week

Bad check follow ups:

-

Costco/Supply run

-

Order was entered/placed and received

-

Retail & Professional Budget breakdown

- Professional @ __ % = \$ _____
- Retail @ __ % = \$ _____

Clean crew update:

-

Repairs Needed

-

Monthly promotions for retail/service

-

School /Recruiting update-

-

Ad placements update

-

Tracking forms



Intention meeting update



Department updates:

- Skin:
- Hair:
- Massage:
- Nails:

Donation tracking



Education Update (what education is being brought in, what education are staff requesting)



Front desk update:



Staff personal services



Quarterly P and R planning



Attendance/Tardiness/Absence Report:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Name & Reason						
Name & Reason						
Name & Reason						
Name & Reason						
Name & Reason						
Name & Reason						

Any other Notes/Communication/Expenses: