



RESTAURANTHUB CELLPHONE REMINDERS LIST.

All of us forget something from time to time, some more often than others. I designed the concept of Cellphone reminders to keep me out of trouble and off the dartboard.

The list is Shade-coded with reminders for the different times of trade and intervals of the year.

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| • DAILY |
| • WEEKLY |
| • MONTHLY |
| • YEARLY |

Decide what is important to your own management style and what you would like to optimize and be reminded of or what you would like to remind your team of.

RESTAURANTHUB CELLPHONE REMINDERS LIST			
	DATE	REMINDER SET	INTERVAL
TAKE AWAY SALES COMPARISON DAILY UPDATE			
WAITRON INDIVIDUAL SALES			
WAITRON INCENTIVES			
GUEST COMPLAINTS FOLLOW UPS			
SAVINGS SHEETS.1. CUTLERY			
SAVINGS SHEETS.2. CROCKERY			
SAVINGS SHEETS.3. GLASSWARE			
SAVINGS SHEETS.4. STATIONARY			
SAVINGS SHEETS.5. CHEMICALS			
SAVINGS SHEETS.6. DISCOUNTS AND VOIDS			
SAVINGS SHEETS.7. EXPIRY DATE CHECKLIST			
PLANNING TODAY TO BE AHEAD TOMORROW			
ALL SHIFTS CHECKED			
FLOAT CHECK ON THURSDAYS FOR THE WEEKEND			
WAGES COMPARISON PAST WEEK			
WAGES PLAN 3 WEEKS AHEAD			
FOOD COST PLAN SUNDAY			
FOOD COST REPORTING MONDAY MORNINGS			
EXPIRY CHECKLIST TUESDAYS			
WEEKLY TURNOVERS AND COMPARISON TO THE PREVIOUS WEEK BUDGET			
CONTROL SHEETS.1. HEALTH AND SAFETY CHECKLIST DONE			
CONTROL SHEETS.2. EXTRACTION SERVICE IN DATE			
DISCIPLINARY SYSTEM UPDATED FROM BLACK BOOK			

CONTROL SHEETS.4. ASSET REGISTER UPDATED			
CONTROL SHEETS.5. COMPUTER EQUIPMENT SERVICED			
MANAGEMENT INCENTIVE FORM FILLED IN MONTHLY			
LEAVE FORMS UP TO DATE FOR THE NEXT MONTH			
TURNOVER DECLARATION MONTHLY			
TRAINING TRACKING SHEETS UPDATE			
CONTROL SHEETS.3. FIRE EQUIPMENT IN DATE			
INSURANCE UPDATE WHEN ASSET REGISTER CHANGES EFFECTED			
YEAR PLANNER			
LEAVE PLANNER			
YEARLY WORKPLACE SKILLS PLAN			
YEARLY EMPLOYMENT EQUITY PLAN			
YEARLY GOAL SETTING AND PERFORMANCE APPRAISAL			