



RESTAURANTHUB MENTAL REMINDERS LIST.

- When I became busy and bogged down for short periods during the year, I developed this list to keep me on track with all my responsibilities.
- Apart from the fact that I can let myself down by not taking care of certain responsibilities, there is the possibility that I could disappoint other people, and this, I choose to avoid like the plague.
- I prioritize the top 10 items on my list out of choice. You should, however, set the list to suit your goals and priorities to suit your personal requirements.
- Like my cellphone reminders, I choose to keep my mental reminders list in my diary and on my cellphone.
- The ideal would be to manage the list down to a one-pager, as the tasks become automatically part of your routine you can amend the list and remove the items that have become part of your DNA, so to speak.

RESTAURANTHUB DAILY MANAGEMENT MENTAL REMINDERS LIST	YES	NO	COMMENTS
MY FAMILY			
MY HEALTH			
MY EXERCISE			
MY PERSONAL FINANCE			
MY PERSONAL GOALS			
STAFF HEALTH			
STAFF TIME KEEPING ARRIVAL			
STAFF TIMEKEEPING DEPARTURE			
STAFF PERSONAL PROBLEMS			
DAILY WALKTHROUGH HEALTH/HYGIENE/SAFETY/QUALITY/QUANTITY			
MAINTENANCE CALLS			
FEEDBACK AND FOLLOW UP			
FOOD PRODUCTS CHECK			
STOCK ROTATION AND SALES PLAN			
STOCK LOANS AND TRANSFERS ACCOUNTED FOR			
PIZZA WOOD QUALITY			
PIZZA DOUGH QUALITY ROOM TEMP 2 HRS BEFORE SERVICE			
GAS			
ELECTRICAL			
SALES BUDGET AND COMPARISONS			
SALES GROWTH AND COMPARISONS			
AVERAGE SPEND PER MEAL			
AVERAGE SPEND PER HEAD			
BEST SALES STAFF TOP3			
WORST SALES STAFF BOTTOM3			
DAILY/WEEKLY/MONTHLY INCENTIVES ALL STAFF			
EXPIRY DATES			
STOCK DIFFERENCES			

CROCKERY/GLASSWARE BREAKAGES AND LOSS			
CUTLERY LOSS			
BIN CHECKS			
WASTE RECYCLING			
PLAN WEEKLY AND WEEKEND STAFFING			
PLAN STAFFING FOR THE FOLLOWING WEEK IN ADVANCE			
LABOUR COST FOH			
LABOUR COST BOH			
DAILY LABOUR BUDGETS VERSUS EXPENSES TRACKED			
STAFF FILE AUDITS DONE			
IMMIGRANTS HOME AFFAIRS STATUS			
OHS CHECK DONE AND FILED			
FIRE TRAINING			
FIRST AIDERS TRAINING			
SAFETY COMMITTEE			
SAFETY OFFICERS			
LIQUOR OFFICERS			
CASH UPS CHECKED			
BANKING CHECKED			
FLOAT CHECKED AND ENOUGH			
DISCOUNT AND TRANSFER LOGS CHECKED			
PAYOUT LOG CHECKED			
PURCHASES RECORDED			
WEIGHTS AND COUNTS RECORDED ON INVOICES RECEIVED			
DISCREPANCIES RECORDED AND REVERTED TO SUPPLIERS			
SOCIAL MARKETING			
DAILY/WEEKLY/MONTHLY/QUARTERLY PLAN			
NEWSPAPERS			
SCHOOLS			
SPORTS CLUBS			
TOUR GUIDES			
FLYERS AND VOUCHERS			
RADIO STATION			
MIDWEEK AND WEEKENDS			
BREAKFAST/LUNCH/SUPPER/TAKEAWAYS			
PLAN WEEKLY ROUTINE ACCORDING TO MARKETING PLAN			
STATUTORY NOTICES UP DISCIPLINE/RULES/ZERO TOLERANCE/			
BLACK BOOK FOLLOW UP ON DISCIPLINARIES			
TRAINING AND WORKSHOP SCHEDULE			
COMMUNICATION AND E-MAILS /OFFICIAL CORRESPONDENCE			