

HEAD COACH DAILY CHECKLIST



DAILY

- ☐ Review Phenom Hiring Dashboard and contact or disposition candidates.
- ☐ Manage Legion Timecards:
 - Approve Punch Change Requests
 - Approve PTO requests
- ☐ Run the "Onboarding Status Summary" Report in Workday for outstanding onboarding.

MONDAY

- ☐ Approve Payroll by 10 AM.
- ☐ Complete final edits and post schedule for 2 weeks out.
- ☐ Review next week's schedule and add or trim as needed.
- ☐ Create supply order if it is your week to order.
- ☐ Complete Daily Zone checklist for the week.
- ☐ Review Reports and create action plans:
 - Store Scorecard
 - Sales

TUESDAY

- ☐ Complete Weekly Camera Reviews.

WEDNESDAY

- ☐ Refresh Legion forecast and create schedule for three weeks out.
- ☐ Review schedule that begins next week and fill open shifts.