



Store Manager's Organizer / Planner

2nd Edition



Store Data

Store ID: _____

Square footage: Gross _____ Net _____

Last Year Actual

Sales \$_____ % of Prior Year Ach. _____ W/C % _____

\$ / sq. ft. _____ Gross Margin \$ _____ % _____

The best executive is the one who has sense enough to pick good staff to do what he wants done, and self restraint to keep from meddling with them while they do it.

Current Year Budgets/Targets

Month	Fiscal Month End Date	\$
Total Year		

Employee Roster-F/T

Name	Position	Hire Date	Rate Code*	Review Date

* Rate Code—For convenience and confidentiality; a user developed code for rate of pay to enable schedule costing, without referring to confidential files/documents.



Employee Roster—P/T

Name	Position	Hire Date	Rate Code*	Review Date	Name	Position	Hire Date	Rate Code*	Review Date
* Rate Code—For convenience and confidentiality; a user developed code for rate of pay to enable schedule costing, without referring to confidential files/documents.									

Weather Conditions								
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Week
Sales Budget								
Last Year								
Actual This Year								
% Budget								
% Last Year								
% of Business								100%
Tasks & Appointments								Personal Notes
08.00 AM								
09.00 AM								
10.00 AM								
11.00 AM								
12.00 AM								
01.00 PM								
02.00 PM								
03.00 PM								
04.00 PM								
05.00 PM								
06.00 PM								
07.00 PM								
08.00 PM								
09.00 PM								

Key Performance Indicators

KPI	Target	Last Year	Actual This Year	Variance to Target	Variance to Last Year
Sales per Hour					
Avg. Sale / Customer					
Avg. Units / Cust.					
Wage Cost %					
Conversion Rate					
Sales / Sq. Ft.					
GM %					
GM / Sq. Ft.					
# of Interviews					

Performance Concerns to be Addressed

Employee	Date	KPI's	Other

Merchandise Issues / Concerns:

Cumulative Sales		
MTD \$:		
MTD % Budget:		
MTD % L.Y.:		
QTD \$:		
QTD % Budget:		
QTD % L.Y.:		
YTD \$:		
YTD % Budget:		
YTD % L.Y.:		
Payroll		
Wage Budget This Week		
\$:	Hrs.:	W/C%:
Actual This Week		
\$:	Hrs.:	W/C%:
Variance		
\$:	Hrs.:	W/C%:
Top Producers Last Week		
Name:	SPH \$	
Name:	SPH \$	
Name:	SPH \$	
Name:	SPH \$	
Name:	SPH \$	

Sunday __ / __ / __	To Do Today	Time Off Requests & Scheduling Notes
Monday __ / __ / __	To Do Today	
Tuesday __ / __ / __	To Do Today	
Wednesday __ / __ / __	To Do Today	

Supplies Required <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	Thursday __ / __ / __		To Do Today	
			To Do Today	
	Friday __ / __ / __		To Do Today	
	Saturday __ / __ / __		To Do Today	
Shipments This Week:				

Maintenance Required <div></div> <div></div> <div></div> <div></div> <div></div>	

Sales Performance Q1

Week #	Sales	Budget	% Ach.	MTD	% Ach.	QTD	% Ach.	YTD	% Ach.

Recruiting Q1

[illegible]

Sales Performance Q2

Week #	Sales	Budget	% Ach.	MTD	% Ach.	QTD	% Ach.	YTD	% Ach.
Carry Forward									

Recruiting Q2

[illegible]



Marketing / Promotions Record 1st Half

[illegible]

QUOTES:

A problem is a chance for you to do your best. (Duke Ellington)

If you do build a great experience, customers tell each other about that. Word of mouth is very powerful. (Jeff Bezos)

To improve is to change. To be perfect is to change often. (Winston Churchill)

A merchant who approaches business with the idea of serving the public well has nothing to fear from the competition. (James Cash Penney)

Success is a progressive realization of worthwhile, predetermined personal goals. (Paul J. Meyer)

There is no security on this earth, there is only opportunity. (General Douglas MacArthur)

Though no one can go back and make a brand new start my friend, anyone can start from now and make a brand new end. (Carl Bard)

We are continually faced by great opportunities brilliantly disguised as insoluble problems. (Lee Iacocca)

It is not enough to have a good mind; the main thing is to use it well. (Rene Descartes)

Do not let what you cannot do interfere with what you can do. (John Wooden)

We find comfort among those who agree with us – growth among those who don't. (Frank Clark)

The road to success is always under construction. (Lily Tomlin)

The world is moving so fast these days that the man who says it can't be done is generally interrupted by someone doing it. (Dr. H. E. Fosdick)

In the choice between changing one's mind and proving there's no need to do so, most people get busy on the proof. (John Kenneth Galbraith)

Pick battles big enough to matter, small enough to win. (Jonathon Kozol)

Experience is not what happens to a man; it is what a man does with what happens to him. (Aldous Huxley)

Loser's visualize the penalties of failure. Winners visualize the rewards of success. (Dr. Rob Gilbert)

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Recruiting Q3

[illegible]

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Recruiting Q4

[illegible]



Marketing / Promotions Record 2nd Half

[illegible]

3 Year Sales History

Wk. #	Actual (LY)	Actual (PY2)	Actual (PY3)	Wk. #	Actual (LY)	Actual (PY2)	Actual (PY3)
1				27			
2				28			
3				29			
4				30			
5				31			
6				32			
7				33			
8				34			
9				35			
10				36			
11				37			
12				38			
13				39			
14				40			
15				41			
16				42			
17				43			
18				44			
19				45			
20				46			
21				47			
22				48			
23				49			
24				50			
25				51			
26				52			

[illegible]

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JANUARY						
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11	12	13	14	15	16	17
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FEBRUARY						
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MARCH						
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APRIL						
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