

SAMPLE: DAILY OPERATIONS

I hope my example inspires you,
and feel free to use it or make it better.

OPEN:

- Turn off Alarm
- Clock in
- Open spa (doors, lights, music, etc.)
- Write any messages down and return calls

CLIENTS:

- Check in and greet clients
- Always confirm:
 - Name
 - Service
 - Phone #
 - E-mail
- Checkout/Schedule/Add/Move/Change/Cancel Appointments as needed
- Add Products to a client's service
- Update Service: Changes/Edits/Price/Staff/Quantity/Discounts/Complementary
- Educate clients on services, products, packages, promotions, etc.

MARKETING:

- SEO - google, yelp, Facebook, Instagram, Wix, Vagaro, etc.
- Design, Order, Refill Business Cards, Brochures, Before and after care cards, Gift Cards

INVENTORY/ORDERS:

- Refill
- Reorder

END OF DAY:

- Clean
 - sweep/vacuum
 - wipe down doors, windows, mirrors, shelves
 - clean bathroom and breakroom
 - organize storage
 - Empty trash
 - Sunday's water plants

CLOSING:

- Lock Door
- Count drawer and any other POS operations
- Shut off music, lights
- Take out trash
- Clock out
- Turn on Alarm