No. 11

Manager Daily Operating Checklist

Make the daily operating routine consistent no matter who is on duty — and keep unresolved items visible between shifts.

Built for: General managers, assistant managers and shift leads.

What is included

File	Format	Use
Manager-Daily-Checklist-Workbook-Blank.xlsx	Excel	Start here: formatted, formula-ready workbook for your own data.
Manager-Daily-Checklist-Workbook-Sample.xlsx	Excel	Same model filled with fictional sample data.
Manager-Daily-Operating-Checklist.html	Interactive dashboard	Optional: opens in Chrome, Edge or Safari on a computer or tablet. Runs without internet; data stays in that browser.
manager-daily-checklist-guide.pdf	PDF	This guide.
LICENSE.txt, START-HERE.txt	Text	License terms and quick start.

Quick start

1. **Start with Excel.** Open **Manager-Daily-Checklist-Workbook-Blank.xlsx** and enter your own data in the blue cells; every other cell calculates. The **-Sample** workbook shows a filled-in example.
2. **Use Google Sheets?** In Google Drive choose New › File upload, then open the workbook with Google Sheets. Formulas carry over; charts may need restyling.
3. **Optional interactive dashboard:** open **Manager-Daily-Operating-Checklist.html** in Chrome, Edge or Safari on a computer or tablet. It runs offline and opens with fictional sample data — choose **Start blank** when you are ready.
4. The dashboard saves entries only in that browser on that device. Use **Save backup** regularly; **Restore** loads a backup elsewhere.

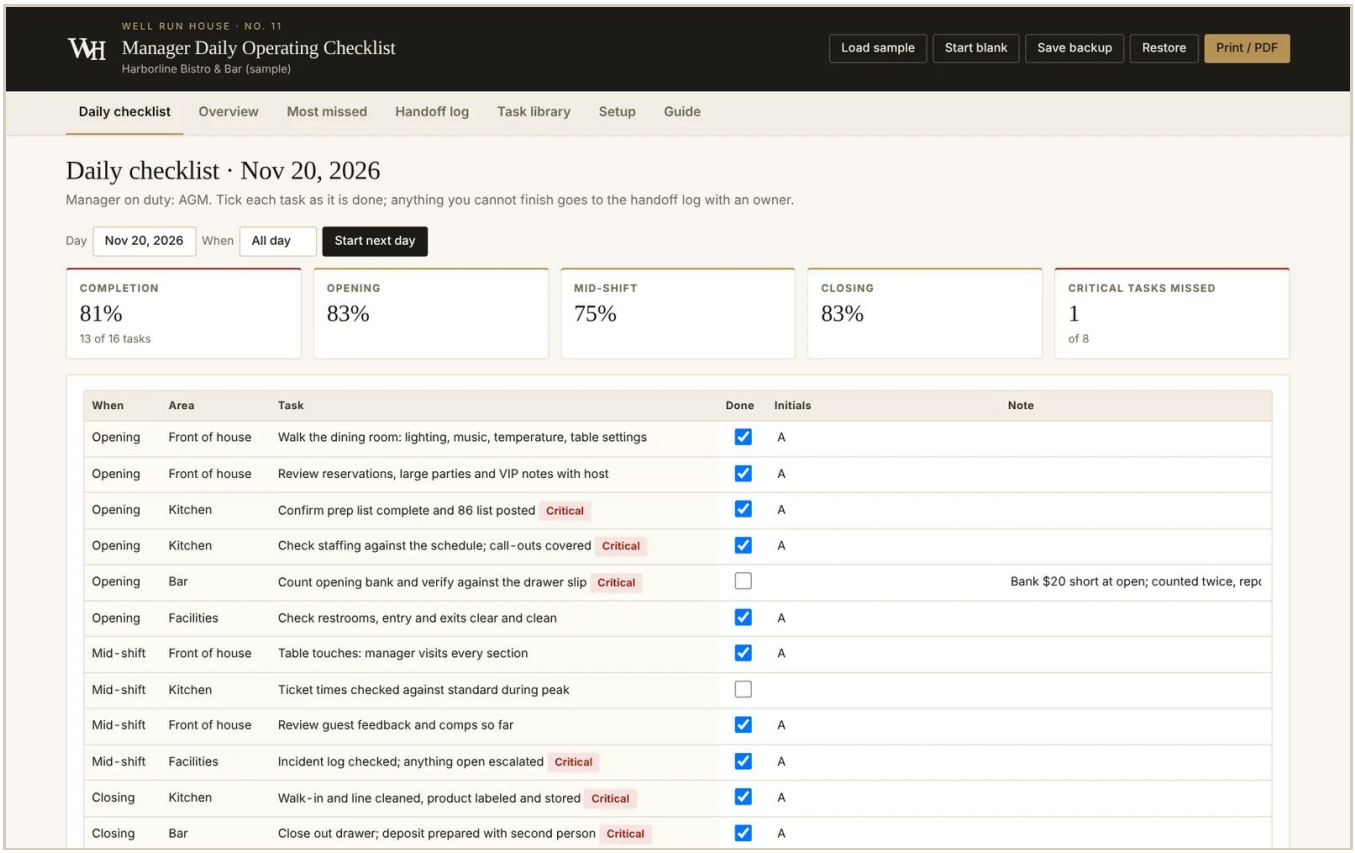
Operating routine

1. **Walk the department** at opening using the checklist, not memory.
2. **Check staffing and supplies** before service.
3. **Review incidents and guest feedback** mid-shift.
4. **Assign unresolved items at handoff** — each with an owner and due date.
5. Each week, review the **most-missed tasks** and fix the cause.

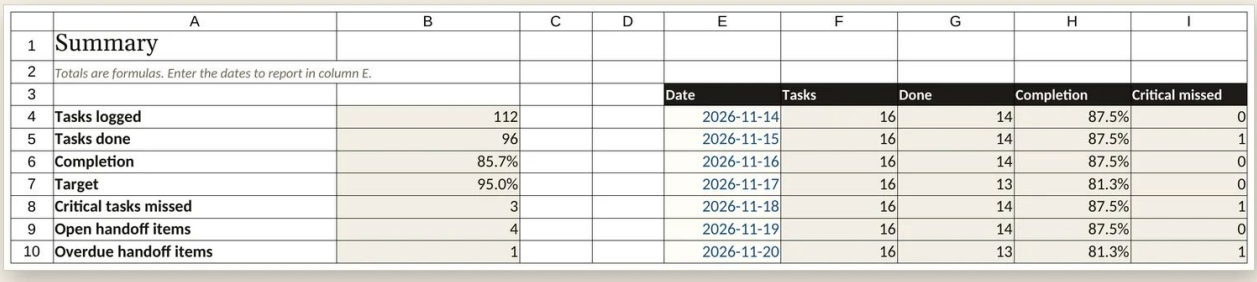
Sample — the full product includes the Excel workbook, interactive dashboard and complete guide

Manager Daily Operating Checklist

Two screenshots from the product, taken with its fictional sample data.



Interactive dashboard — Daily checklist



	A	B	C	D	E	F	G	H	I
1	Summary								
2	*Totals are formulas. Enter the dates to report in column E.*								
3					Date	Tasks	Done	Completion	Critical missed
4	**Tasks logged**	112			2026-11-14	16	14	87.5%	0
5	**Tasks done**	96			2026-11-15	16	14	87.5%	1
6	**Completion**	85.7%			2026-11-16	16	14	87.5%	0
7	**Target**	95.0%			2026-11-17	16	13	81.3%	0
8	**Critical tasks missed**	3			2026-11-18	16	14	87.5%	1
9	**Open handoff items**	4			2026-11-19	16	14	87.5%	0
10	**Overdue handoff items**	1			2026-11-20	16	13	81.3%	1