AUGUST

The Real Role of the Front Desk

Weekly Tracker Tool

empowering you

empowering you

FRONT DESK TRACKER INSTRUCTIONS

The **Empowering You Consulting Front Desk Tracker** tool is meant to support the overall growth of your salon/spa, to have your Front Desk truly be a profit center. This tracker can be changed and modified to fit any of your business growth goals.

The best way to use this tracker is to start with setting a weekly goal for growth and then breaking it down to a daily goal.

For example, if you have a weekly goal of 100 retail items to be sold:

1. Enter "100" in the "Goal" column on the tracker.
2. Next take your goal of 100 retail items and divide it by the number of days your are open to determine your daily goal.
3. 100 retail items divided by 5 days = 20 retail items to be sold daily.
   (Be sure to share the goals with the Front Desk team)

The Front Desk tracker can be used by the team to track total team sales or for the sales of each individual Front Desk team member. Don't forget to make tracking fun with the team contests and acknowledgements.

The final step in having success in using the tracker and improving sales is communication and accountability. This means setting up training along with daily/weekly check-ins between the Front Desk and management.

To learn more on training and building a Fierce Front Desk team, reach out to empoweringyouconsulting.com for a complimentary strategy session.

empowering you

WEEKLY TRACKER TOOL

Date:	GOAL	MON	TUE	WED	THUR	FRI	SAT	SUN	Total:
$ Add on Menu									0
$ Gift Cert Sales									0
# Up sell									0
# Comp Services									0
# Pre-booked									0
# Retail Items									0
# Other									0
Total Service Sales	0	0	0	0	0	0	0	0	0