

Manager “GO SEE” Daily Audits

Store #: _____

Date: _____

Audit	Intent	Action(s)	Notes
CTA “Win the Month” and LEAD “Win the Year”  Clear Roles & Expectations	Asking questions to learn about how our actions supported the Strategy and improved execution and the outcome.	<input type="checkbox"/> Follow the audit outlined on page 3 of the DTMS Activation Exercise <input type="checkbox"/> Monitor your LEAD game to make sure commitments are consistently aligned to WIGs and LEAD measures <p style="text-align: center;">Standard/Target: Disciplined Servant Leader</p>	
Schedule to Demand / Day Part (AM)  Right Number of Qualified People Scheduled	Identifying and minimizing the negative impacts of improper scheduling.	<input type="checkbox"/> Use CREW Time schedules to identify open shifts and if workflow plays are set up <input type="checkbox"/> Use CREW Time AM PM Reporting guide to ensure proper scheduling <p style="text-align: center;">Standard/Target: Schedule to Demand 100 - 102%</p> <p style="text-align: center;">Standard/Target: Day Part (AM) 3 units per store, per day</p>	
Turnover / Tenure  Recruiting, Training, Coaching & Mentoring	Inspiring Our People by investing in their development, both professionally and personally, thus driving our Happy Employees Gauge.	<input type="checkbox"/> Use the Interview Questions for Store Positions to assess if candidates are a good fit for Discount Tire/America's Tire <input type="checkbox"/> Use Mentorship Best Practices to teach, coach, and develop your people <input type="checkbox"/> Use the Training Timeline Reporting to monitor and act on status of completions <p style="text-align: center;">Standard/Target: 1) Turnover 80% max, 2) Tenure 10 months min</p>	
Invoices  Clear Roles & Expectations	Understanding your business better and identifying opportunities for additional sales and services.	<input type="checkbox"/> Use the Manager Guide for Reviewing Invoices Daily to provide opportunities to teach, coach, and mentor employees <p style="text-align: center;">Standard/Target: Unit increase 3</p>	
AOR “GO SEE” Audits Support  Recruiting, Training, Coaching & Mentoring	Demonstrating Servant Leadership by modeling, teaching, coaching, and mentoring to develop Assistant Managers and ensuring ownership and accountability for their areas of the business.	<input type="checkbox"/> Use each AOR’s “GO SEE” Daily Audits to observe and evaluate the execution of the intent and actions <ul style="list-style-type: none"> ○ Senior Assistant “GO SEE” Daily Audits ○ Marketing Assistant “GO SEE” Daily Audits ○ Workflow Assistant “GO SEE” Daily Audits ○ 5S Assistant “GO SEE” Daily Audits 	