





## Manager “GO SEE” Daily Audits

Store #: \_\_\_\_\_

Date: \_\_\_\_\_

Audit	Intent	Action(s)	Notes
<b>CTA</b> <i>“Win the Month”</i> <b>and</b> <b>LEAD</b> <i>“Win the Year”</i>  <a href="#">Clear Roles &amp; Expectations</a>	<b>Asking questions to learn about how our actions supported the Strategy and improved execution and the outcome.</b>	<input type="checkbox"/> Follow the audit outlined on page 3 of the <a href="#">DTMS Activation Exercise</a>  <input type="checkbox"/> Monitor your <a href="#">LEAD game</a> to make sure commitments are consistently aligned to WIGs and LEAD measures  <b>Standard/Target: Disciplined Servant Leader</b>	
<b>Schedule to Demand / Day Part (AM)</b>  <a href="#">Right Number of Qualified People Scheduled</a>	<b>Identifying and minimizing the negative impacts of improper scheduling.</b>	<input type="checkbox"/> Use <a href="#">CREW Time</a> schedules to identify open shifts and if workflow plays are set up  <input type="checkbox"/> Use <a href="#">CREW Time AM PM Reporting</a> guide to ensure proper scheduling  <b>Standard/Target: Schedule to Demand 100 - 102%</b> <b>Standard/Target: Day Part (AM) 3 units per store, per day</b>	
<b>Turnover / Tenure</b>  <a href="#">Recruiting, Training, Coaching &amp; Mentoring</a>	<b>Inspiring Our People by investing in their development, both professionally and personally, thus driving our Happy Employees Gauge.</b>	<input type="checkbox"/> Use the <a href="#">Interview Questions for Store Positions</a> to assess if candidates are a good fit for Discount Tire/America's Tire  <input type="checkbox"/> Use <a href="#">Mentorship Best Practices</a> to teach, coach, and develop your people  <input type="checkbox"/> Use the <a href="#">Training Timeline Reporting</a> to monitor and act on status of completions  <b>Standard/Target: 1) Turnover 80% max, 2) Tenure 10 months min</b>	
<b>Invoices</b>  <a href="#">Clear Roles &amp; Expectations</a>	<b>Understanding your business better and identifying opportunities for additional sales and services.</b>	<input type="checkbox"/> Use the <a href="#">Manager Guide for Reviewing Invoices Daily</a> to provide opportunities to teach, coach, and mentor employees  <b>Standard/Target: Unit increase 3</b>	
<b>AOR “GO SEE” Audits Support</b>  <a href="#">Recruiting, Training, Coaching &amp; Mentoring</a>	<b>Demonstrating Servant Leadership by modeling, teaching, coaching, and mentoring to develop Assistant Managers and ensuring ownership and accountability for their areas of the business.</b>	<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"> <li>○ <a href="#">Senior Assistant “GO SEE” Daily Audits</a></li> <li>○ <a href="#">Marketing Assistant “GO SEE” Daily Audits</a></li> <li>○ <a href="#">Workflow Assistant “GO SEE” Daily Audits</a></li> <li>○ <a href="#">5S Assistant “GO SEE” Daily Audits</a></li> </ul>	