

BRANCH MANAGER SPRING SCHEDULE

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------------|---|---|---|---|---|
| 8:00-8:30 | - Payroll | - Payroll | - Payroll | - Payroll | - Payroll |
| 8:30-9:00 | - Review inventory recounts, remind those who forgot | - Coordination w/ sales team | - Review hiring status' on hubspot, update TCS accordingly | - Training & onboarding prep (organize schedules, mask fitting, policy forms) | - Review hiring status' on hubspot, update TCS accordingly |
| 9:00-9:30 | - Routine responsibilities | - Coordination w/ sales team | - Routine responsibilities | - Training & onboarding prep (organize schedules, mask fitting, policy forms) | - Routine responsibilities |
| 9:30-10:00 | - Ensure all techs have started their routes and call those who haven't | - Ensure all techs have started their routes and call those who haven't | - Ensure all techs have started their routes and call those who haven't | - Ensure all techs have started their routes and call those who haven't | - Ensure all techs have started their routes and call those who haven't |
| 12:00-1:00 | - Equipment check & inventory (cleaning sprayers/foggers, testing all equipment etc.) | - Host practice exam w/ new hires through Kahoot | - Equipment check & inventory (cleaning sprayers/foggers, testing all equipment etc.) | - Host practice exam w/ new hires through Kahoot | - Equipment check & inventory (cleaning sprayers/foggers, testing all equipment etc.) |
| 1:00-3:30 | Interviews/Meetings | Interviews/Meetings | Interviews/Meetings | Interviews/Meetings | Interviews/Meetings |
| 3:30-4:00 | Review next day and current routes | Review next day routes | Review next day routes | Review next day routes | Review next day routes |

Routine responsibilities:

- Reviewing PowerBi stats
- Touching base with your new hires
- Reviewing the routing dashboard and making any necessary changes
- Checking emails
- Helping techs out in the field with their routes or customers

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|--------------------|---|--|--|---|--|
| 8:00-8:30 | - Check routes for current day | - Check routes for current day | - Check routes for current day | - Check routes for current day | - Check routes for current day |
| 8:30-9:30 | - Payroll | - Payroll | - Payroll | - Payroll | - Payroll |
| 9:30-10:00 | - Review status of hires through Hubspot and update Tech Contact Sheet | - Review status of hires through Hubspot and update Tech Contact Sheet | - Review status of hires through Hubspot and update Tech Contact Sheet | - Review status of hires through Hubspot and update Tech Contact Sheet | - Review status of hires through Hubspot and update Tech Contact Sheet |
| 10:00-11:00 | - Ensure all techs have started their routes and call those who haven't | - Ensure all techs have started their routes and call those who haven't | - Ensure all techs have started their routes and call those who haven't | - Ensure all techs have started their routes and call those who haven't | - Ensure all techs have started their routes and call those who haven't |
| 11:00-12:00 | - Reconcile equipment/test sprayers and foggers | - Reconcile inventory/make sure all restocking orders have been received/place product order | - Reconcile equipment/test sprayers and foggers | - Reconcile equipment/test sprayers and foggers | - Reconcile equipment/test sprayers and foggers |
| 12:00-1:00 | - Review PowerBi stats from the previous week | - Review PowerBi stats (completion %, azuga scores, product usage) | - Review PowerBi stats (completion %, azuga scores, product usage) | - Review PowerBi stats (completion %, azuga scores, product usage) | - Review PowerBi stats (completion %, azuga scores, product usage) |
| 1:00-2:00 | - Check in with Sales Managers for updates/where they'll start knocking | - Run a practice exam with new hires through Kahoot | - Review routing dashboard, adjust services/day or tech allocations if necessary | - Run a practice exam with new hires through Kahoot | - Review routing dashboard, adjust services/day or tech allocations if necessary |
| 2:00-3:00 | - Tidy & organize branch | - Tidy & organize branch | - Tidy & organize branch | - Tidy & organize branch | - Tidy & organize branch |
| 3:00-4:00 | - Check routes for next day - check service notes of current day | - Check routes for next day - check service notes of current day | - Check routes for next day - check service notes of current day | - Check routes for next day - check service notes of current day | - Check routes for next day - check service notes of current day |

OTHER

- Make sure that if you're notifying HR after making any changes to someones start date or training schedule
- Review Azuga Driver score and infractions

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| 8:30-9:00 | - Review inventory recounts, remind those who forgot | - Coordination w/ sales team | - Review hiring status' on hubspot, update TCS accordingly | - Training & onboarding prep (organize schedules, mask fitting, forms) | - Review hiring status' on hubspot, update TCS accordingly |
| 9:00-9:30 | - Ad-hoc issues | - Coordination w/ sales team | - Ad-hoc issues | - Training & onboarding prep (organize schedules, mask fitting, forms) | - Ad-hoc issues |
| 9:30-10:00 | - Ensure all techs have started their routes and call those who haven't | - Ensure all techs have started their routes and call those who haven't | - Ensure all techs have started their routes and call those who haven't | - Ensure all techs have started their routes and call those who haven't | - Ensure all techs have started their routes and call those who haven't |
| 12:00-1:00 | - Equipment check & inventory (cleaning sprayers/foggers, testing all equipment etc.) | - Host practice exam w/ new hires through Kahoot | - Equipment check & inventory (cleaning sprayers/foggers, testing all equipment etc.) | - Host practice exam w/ new hires through Kahoot | - Equipment check & inventory (cleaning sprayers/foggers, testing all equipment etc.) |
| 1:00-3:30 | Interviews/Meetings | Interviews/Meetings | Interviews/Meetings | Interviews/Meetings | Interviews/Meetings |
| 3:30-4:00 | Review next day routes | Review next day routes | Review next day routes | Review next day routes | Review next day routes |

Ad Hoc Issues:

- Reviewing PowerBi stats
- Touching base with your new hires
- Reviewing the routing dashboard and making any necessary changes
- Checking emails