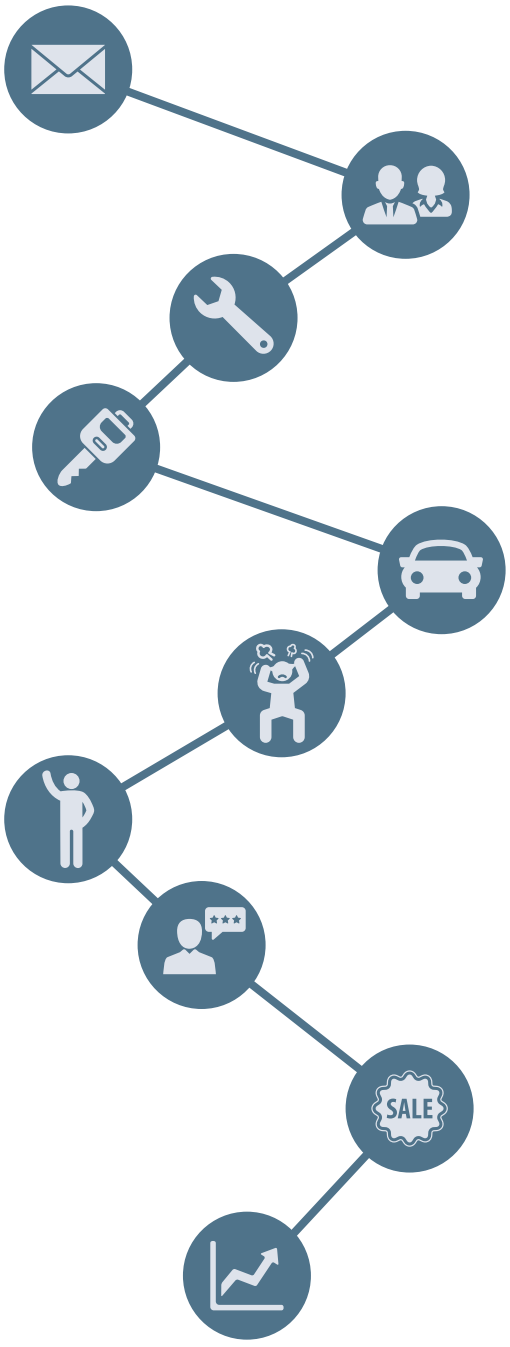
The Sales Manager's Daily Checklist

10 Steps For Successful Dealerships



- [ ] 1. Check Your Email
- [ ] 2. Review Upsheets With Sales Team
- [ ] 3. Work the Service Lane
- [ ] 4. Review Aged Inventory Over 60 Days
- [ ] 5. Audit Appraisals of Trade-In-Vehicles
- [ ] 6. Handle Any Customer Complaints or Issues
- [ ] 7. Ask a Newly Signed Customer About Their Experience Today
- [ ] 8. Review Internet Lead Sources
- [ ] 9. Create New Promotions & Sales Incentives
- [ ] 10. Report Daily Sales Numbers & Create Forecasts

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