Market Manager Playbook

Safety Index _____ **Weekly JPH** _____ **OPSAT** _____ **OTD**_____ Date_____

❑ Monday ❑ Tuesday ❑ Wednesday ❑ Thursday ❑ Friday ❑ Saturday

DAILY

Priority 1

❑ Adjust, print, highlight, and assign current day routes	30 min
❑ Print & assign Storage Center Worker day planning	30 min
❑ Timestamp verification	20 min
❑ Routing for tomorrow	30 min
❑ Salesforce Management	30 min
❑ Container Repair & Status Updating	15 min
❑ Route Monitoring (1x per hour)	30 min

Priority 2

❑ Complete Driver Huddle	15 min
❑ Power BI Report review	20 min
❑ Email review & follow-up	60 min
❑ CORE Process	45 min
❑ Driver scheduling & Hours of Service Review	15 min
❑ Cheetah, Motive, Samba Review	30 min
❑ PODHunter Management	20 min
❑ Payroll Approval	15 min

Priority 3

❑ Warehouse Walk	15 min
❑ Medallia Review	15 min
❑ EOD Driver checkout confirmation	15 min

WEEKLY

❑ DVIR Observation, walkaround, container loading	30 min
❑ Operations Calls (Region, Territory, Leadership)	120 min
❑ 2 Driver Audits	15 min
❑ Whip Around, DVIRs, Work Orders, Equipment Status	60 min
❑ Employee coaching & 1:1s	60 min
❑ Training follow up (Team)	30 min
❑ Medius Invoice Approval	15 min

MONTHLY

❑ Training follow up (Self)	60 min
❑ Container Reconciliation	60 min
❑ Driver Ride Along	120 min
❑ Self Audit (Every 3rd Month)	180 min
❑ Expense Report Submission	30 min