Gym manager daily, weekly and monthly pack

Type into the fields in a PDF reader, save a copy, or print and write by hand. Use record references; do not include passwords or unnecessary personal information.

Club and manager

Period covered

Daily exceptions to review

Weekly priorities

Start-of-month targets

Mid-month course correction

End-of-month evidence and results

Decision needed from area manager

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- [ ] Daily: review outstanding faults and incoming handover.
- [ ] Daily: check that urgent actions have a named owner.
- [ ] Weekly: review overdue work and supplier responses.
- [ ] Weekly: confirm staff coverage and outstanding training.
- [ ] Monthly start: allocate routines and confirm targets.
- [ ] Monthly middle: review progress and remove blockers.
- [ ] Monthly end: attach evidence and explain exceptions.
- [ ] Carry unfinished work forward with an owner and due date.

Next action / owner / due date

Evidence or approval reference

Unresolved items / escalation

Reviewed by / date / next review

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Example Fitness and all names, dates, amounts and outcomes below are fictional. They demonstrate how to complete the form, not typical results or spending recommendations.

Club and manager

Example Fitness North / Alex

Period covered

November 2026

Daily exceptions to review

Review open equipment faults at each staffed handover

Weekly priorities

Close two overdue supplier follow-ups by Friday

Start-of-month targets

Assign each monthly task and confirm due dates

Mid-month course correction

Low open-day registrations: test a partner invitation

End-of-month evidence and results

Attach completed checklists and explain missed actions

Decision needed from area manager

Approve replacement cable quote by 6 November

How to use this pack

1. Agree daily, weekly and monthly responsibilities before using the pack.
2. Write exceptions and decisions instead of repeating every completed routine.
3. Review overdue actions weekly; retain evidence when closing them.

See the related ClubPilot workflow