New gym manager first 30 days plan

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.

Manager / club / start date / reviewer

Week 1: people, systems and site orientation

Week 2: routine and responsibility review

Week 3: agreed improvement to trial

Week 4: results and next priorities

Access, training or knowledge gaps

Decisions and support needed

30-day review outcome and next review date

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- [ ] Complete required staff induction before taking independent duties.
- [ ] Meet key staff and understand their responsibilities.
- [ ] Review open issues before promising changes.
- [ ] Confirm authority, spending limits and escalation routes.
- [ ] Map recurring work and identify missing owners.
- [ ] Agree one manageable improvement with the reviewer.
- [ ] Check evidence and staff feedback after the trial.
- [ ] Set the next 30-day priorities and review 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.

Manager / club / start date / reviewer

Alex / Example Fitness North / 2 November / area manager

Week 1: people, systems and site orientation

Meet team; review approved procedures and outstanding faults

Week 2: routine and responsibility review

Map daily, weekly and monthly ownership with the team

Week 3: agreed improvement to trial

Trial a consistent handover record after approval

Week 4: results and next priorities

Review missed actions and team feedback; keep or adjust trial

Access, training or knowledge gaps

Finance report access pending; request approved role access

Decisions and support needed

Confirm supplier approval limits and escalation contacts

30-day review outcome and next review date

Review due 1 December; no performance result claimed yet

How to use this pack

1. Agree expectations and access with the reviewer before starting.
2. Use weekly check-ins to resolve gaps and test one improvement.
3. At day 30, compare evidence with the agreed priorities and plan the next month.

See the related ClubPilot workflow