



Shift Briefing Template

Run consistent, energised,
high-performing hospitality
shifts — every day.

Designed by

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Before the Shift

Date: _____

Location / Branch: _____

Shift Time: ☐ Morning ☐ Midday ☐ Evening ☐ Late

1. Revenue Targets

Total Shift Sales Target: _____

Forecasted Covers: _____

Spend Per Head (SPH) Goal: _____

Team Member	Individual Sales Target	SPH Goal	Notes

2. Priority Focus

Today's Key Focus:
(e.g. Upsell sides, reduce wait times, greet every guest with a smile)

Push Item or Feature Dish (if any):
(e.g. Slow-moving item, high-margin product, daily special)

3. Staff Updates

- ☐ Break schedule reviewed
- ☐ New team members introduced
- ☐ Service reminders (e.g. 86'd items, guest notes, allergens)

Notes

4. Micro-training Moment

Quick Skill Focus (3–5 minutes):
(e.g. Latte art, guest recovery, menu highlight)

Led by _____ ☐ Completed

5. Energy Boost

Motivational quote, team shout-out, or quick challenge:

After the Shift

Final Sales _____

Total Covers Served _____

Actual SPH _____

☐

Target Met

☐

Team Debrief Completed

☐

Notes Documented

What went well?

What to improve tomorrow?



Manager Tip

- ✓ Keep this sheet on a clipboard or tablet.
- ✓ Pre-shift briefing = 5 minutes max.
- ✓ Post-shift wrap-up = 2 minutes.
- ✓ Run it daily. Review weekly. Coach accordingly.