



The Used Car Operator's Weekly Action Plan

A free template from Lotpop. Print it. Use it. Run the lot.

Most used car managers spend Monday morning catching up on what already happened last week. Used car operators walk in with a plan. This template is the bridge.

Every Monday, print this template. Take 30 minutes to fill it out. Walk your team through it before the lot opens. Do it for three weeks and you will feel the shift.

5 STEPS, EVERY MONDAY

How to use this template

- 1 Pull your numbers from last week.**
Units sold, average gross, aged unit count. Whatever your DMS gives you. Write them in the Scorecard box.
- 2 Walk your lot. Identify your aged units.**
Anything past 45 days. Note stock number, year, make, model, days, and current price. Decide the action for each one.
- 3 Pull your hot leads. Match them to inventory on your lot.**
Web leads, phone ups, recent visitors. For each one, find the unit on your lot that matches or beats what they were shopping. That is a switch opportunity.
- 4 Assign specific action items to specific people.**
Not 'work the leads.' Specific names. Specific cars. Specific deadlines. The template has space for it.
- 5 Meet with your team Monday morning. Run the plan.**
Walk through everything you wrote down. Hand out assignments. Set the next review for Friday. Then do it again next week.

This is the same framework Lotpop's Performance Engineers use with 5,000+ dealers nationwide. If you want it built automatically every Monday morning (with your data, your inventory, and a real coach in your corner) book a demo at lotpop.com/demo.

Weekly Action Plan

Week of: _____

Prepared by: _____

SECTION 01 · SCORECARD

This Week at Your Store

Pull these numbers from last week before your Monday meeting. You can't run the lot if you don't know the score.

UNITS SOLD LAST WEEK From your DMS	AVG FRONT GROSS PER UNIT Total front gross / units	ANNUAL TURN RATE Goal: 18x+
AGED UNITS (60+ DAYS) Walk the lot and count	DAYS SUPPLY Inventory / avg daily sales	TOP REP THIS WEEK By units or by gross

SECTION 02 · WHERE TO FOCUS

Top 3 Priorities This Week

If everything else falls apart, these three things still get done.

- 1 _____
- 2 _____
- 3 _____

SECTION 03 · AGED UNITS THAT NEED AN ACTION

At-Risk Inventory

Walk your lot. List your aged units. Decide the action for each one before you leave the office.

Stock #	Year / Make / Model	Days	Price	Action

SECTION 04 · MATCH LEADS TO INVENTORY

Switch Opportunities

Find customers shopping for cars similar to what you already have on the lot. Match them. Switch them.

Lead Name	Shopping For	Match on Your Lot	Action

SECTION 05 · SPECIFIC NAMES, SPECIFIC CARS

Action Items by Role

Not 'work the leads.' Write down the actual assignments by team member. Initials, deadlines, follow-up day.

Used Car Manager	BDC Team	Sales Team
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

<p>Notes & Observations</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Next Team Review</p> <p>Day: _____</p> <p>Time: _____</p> <p>Focus: _____</p>
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