










Daily Organizational Worksheet

Date _____


 6 Most Important Things To Do List - MK 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____	 6 Most Important Things To Do List - Other 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____
---	---


 Prospective Bookings to Contact Name _____ # _____ Name _____ # _____ Name _____ # _____ Name _____ # _____	 Prospective Recruits to Contact Name _____ # _____ Name _____ # _____ Name _____ # _____ Name _____ # _____
---	--

 Customers to Contact Name _____ # _____ Name _____ # _____ Name _____ # _____ Name _____ # _____	 Personal Recruits to Contact Name _____ # _____ Name _____ # _____ Name _____ # _____ Name _____ # _____
---	---

 Errands to Run 1. _____ 2. _____ 3. _____ 4. _____	 Notes to Write 1. _____ 2. _____ 3. _____ 4. _____	 Phone Calls to Return 1. _____ 2. _____ 3. _____ 4. _____
--	---	--

5 Names & Numbers per Day 1. _____ 2. _____ 3. _____ 4. _____ 5. _____	Income Producing Activities
What's Your Goal: _____	A - 1 Skin Care Class (\$100 retail/ 3 new faces) B - 2 Facials (\$100 retail) OR B - 3 On the Go Appointments (\$100 retail) C - 2 New Appointments Booked D - \$100 Customer Service Sales, Website or Brochure E - 1 DVD/CD with Survey/Questionnaire F - 1 Team Building Interview with Survey/Questionnaire G - 1 Guest at a Meeting H - 7 New Contact (Name & #) I - 1 New Team Member J - 1st SCC for new Team Member (\$100 & 4 Bookings)
Part-Time Consultant 1 per day (Active Consultant building customer base)	Full-Time Consultant 2 per day (Building to Star Consultant and Star Recruiter)
Car or Sales Director 3 per day (Building to Team Leader Status and above)	\$ Total IPA's for Today \$


Notes


Today's Schedule

6am _____

7am _____

8am _____

9am _____

10am _____

11am _____

12noon _____

1pm _____

2pm _____

3pm _____

4pm _____

5pm _____

6pm _____

7pm _____

8pm _____

9pm _____

10pm _____