

# 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. \_\_\_\_\_

### Customers to Contact

Name \_\_\_\_\_ # \_\_\_\_\_  
 Name \_\_\_\_\_ # \_\_\_\_\_  
 Name \_\_\_\_\_ # \_\_\_\_\_  
 Name \_\_\_\_\_ # \_\_\_\_\_

### Personal Recruits to Contact

Name \_\_\_\_\_ # \_\_\_\_\_  
 Name \_\_\_\_\_ # \_\_\_\_\_  
 Name \_\_\_\_\_ # \_\_\_\_\_  
 Name \_\_\_\_\_ # \_\_\_\_\_

### Prospective Bookings to Contact

Name \_\_\_\_\_ # \_\_\_\_\_  
 Name \_\_\_\_\_ # \_\_\_\_\_  
 Name \_\_\_\_\_ # \_\_\_\_\_  
 Name \_\_\_\_\_ # \_\_\_\_\_

### Prospective 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. \_\_\_\_\_

Notes \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Income Producing Activities	
1 Skin Care Class	
2 Facials	
3 On the Go Appointments	
\$100 Customer Service Sale	
1 Interview	
1 Tape/Video with Questionnaire Completed	
1 Guest at a Meeting	
5 New Contact (Name & #)	
2 New Appointments Booked	
1 New Team Member	
1 Bus. Debut for new Team Member (\$100 & 4 Bkgs.)	
<b>Total IPAs Today</b>	

<b>Part-Time Consultant</b> 5 per week or 1 per day
<b>Full-Time Consultant</b> 10 per week or 2 per day
<b>Grand Am Consultant</b> 12 per week or 2-3 per day
<b>Directorship</b> 15 per week or 3-5 per day

## Today's Schedule

6am \_\_\_\_\_  
 \_\_\_\_\_  
 7am \_\_\_\_\_  
 \_\_\_\_\_  
 8am \_\_\_\_\_  
 \_\_\_\_\_  
 9am \_\_\_\_\_  
 \_\_\_\_\_  
 10am \_\_\_\_\_  
 \_\_\_\_\_  
 11am \_\_\_\_\_  
 \_\_\_\_\_  
 12noon \_\_\_\_\_  
 \_\_\_\_\_  
 1pm \_\_\_\_\_  
 \_\_\_\_\_  
 2pm \_\_\_\_\_  
 \_\_\_\_\_  
 3pm \_\_\_\_\_  
 \_\_\_\_\_  
 4pm \_\_\_\_\_  
 \_\_\_\_\_  
 5pm \_\_\_\_\_  
 \_\_\_\_\_  
 6pm \_\_\_\_\_  
 \_\_\_\_\_  
 7pm \_\_\_\_\_  
 \_\_\_\_\_  
 8pm \_\_\_\_\_  
 \_\_\_\_\_  
 9pm \_\_\_\_\_  
 \_\_\_\_\_  
 10pm \_\_\_\_\_