## DAILY ACTION SHEET

6 MOST IMPORTANT THINGS TO DO TODAY				
Mary Kay		Personal/Family		
1		1		

1	1
Call 5 Customers (Reorders & Follow-up)	Call Prospective Appointments
1	1
Call Personal Recruits	Call Prospective Recruits
1	1
Notes to Write (Hostesses/Recruits/Prospects)	Call Back for the Day
1	1
Errands for the Day	Other:
1	

	7:0
-	8:0
-	
_	9:0
-	
_	10:
	11:
_	
_	12:
_	
_	1:0
	2:0
_	3:0
_	4:0
	5:0
_	6:0
_	
_	7:0
	8:0
_	9:0

7:00  8:00  9:00  10:00  11:00  12:00  1:00  2:00  3:00  4:00  5:00  6:00  7:00		
9:00  10:00  11:00  1:00  2:00  3:00  4:00  5:00  6:00  7:00	7:00	
9:00  10:00  11:00  1:00  2:00  3:00  4:00  5:00  6:00  7:00		
10:00  11:00  1:00  1:00  2:00  3:00  4:00  5:00  6:00  7:00	8:00	
10:00  11:00  1:00  1:00  2:00  3:00  4:00  5:00  6:00  7:00		
11:00  1:00  2:00  3:00  4:00  5:00  7:00	9:00	
11:00  1:00  2:00  3:00  4:00  5:00  7:00		
12:00  1:00  2:00  3:00  4:00  5:00  6:00  7:00	10:00	
12:00  1:00  2:00  3:00  4:00  5:00  6:00  7:00		
1:00 2:00 3:00 4:00 5:00 6:00 7:00	11:00	
1:00 2:00 3:00 4:00 5:00 6:00 7:00		
2:00  3:00  4:00  5:00  6:00  7:00	12:00	
2:00  3:00  4:00  5:00  6:00  7:00		
3:00 4:00 5:00 6:00 7:00	1:00	
3:00 4:00 5:00 6:00 7:00		
4:00 5:00 6:00 7:00	2:00	
4:00 5:00 6:00 7:00		
5:00 6:00 7:00 8:00	3:00	
5:00 6:00 7:00 8:00		
6:00 7:00 8:00	4:00	
6:00 7:00 8:00		
7:00 8:00	5:00	
7:00 8:00		
8:00	6:00	
8:00		
	7:00	
9:00	8:00	
9:00		
	9:00	

DATE: \_\_\_\_\_

Contributed by Judy Kawiecki and Janet Graham