

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. _____

Today's Schedule

6am _____

7am _____

8am _____

9am _____

10am _____

11am _____

12noon _____

1pm _____

2pm _____

3pm _____

4pm _____

5pm _____

6pm _____

7pm _____

8pm _____

9pm _____

10pm _____

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 _____ # _____

| 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.) | |
| Total IPAs Today | |

| |
|--|
| Part-Time Consultant 5 per week or 1 per day |
| Full-Time Consultant 10 per week or 2 per day |
| Grand Am Consultant 12 per week or 2-3 per day |
| Directorship 15 per week or 3-5 per day |

Errands to Run

1. _____
2. _____
3. _____
4. _____

Notes to Write

1. _____
2. _____
3. _____
4. _____

Phone Calls to Return

1. _____
2. _____
3. _____
4. _____

Notes _____
