

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.)	
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

Today's Schedule

6am _____

 7am _____

 8am _____

 9am _____

 10am _____

 11am _____

 12noon _____

 1pm _____

 2pm _____

 3pm _____

 4pm _____

 5pm _____

 6pm _____

 7pm _____

 8pm _____

 9pm _____

 10pm _____