

Consultant's Daily Organizational Work Sheet

Date: _____

6 Most Important Things To Do Today-MK

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

6 Most Important Things To Do Today-Other

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Customers To Contact

Name _____ # _____

Name _____ # _____

Name _____ # _____

Name _____ # _____

Name _____ # _____

Income Producing Activities

| | |
|--|--|
| 1 Skin Care Class | |
| 2 Facials | |
| 3 On-the-Go Appointments | |
| \$100 Customer Service Sales | |
| 1 Interview | |
| 1 Tape w/questionnaire completed | |
| 1 Guest at a meeting | |
| 5 New Contacts (Name & #) | |
| 2 New Appointments Booked | |
| 1 New Team Member | |
| 1 Bus. Debut for New Team Member (\$100 & 4 bkgs.) | |
| Total IPA's Today | |

Classes to Book

Name _____ # _____

Name _____ # _____

Name _____ # _____

Name _____ # _____

Name _____ # _____

Directorship
15 per week or 3-5 per day

Interviews to Book

Name _____ # _____

Name _____ # _____

Name _____ # _____

Name _____ # _____

Name _____ # _____

Errands to Run

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

Team Members to Contact

Name _____ # _____

Name _____ # _____

Name _____ # _____

Notes to Write

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

Guests for Meeting

Name _____ # _____

Name _____ # _____

Name _____ # _____

Name _____ # _____

Name _____ # _____

Phone Calls to Return

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

Planning: _____
