

# Consultant's Daily Organizational Work Sheet

Date: \_\_\_\_\_

|                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                     |                   |  |           |  |                          |  |                              |  |             |  |                                  |  |                      |  |                           |  |                           |  |                   |  |                                                    |  |                          |  |
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| <u>6 Most Important Things To Do Today-MK</u><br>1. _____<br>2. _____<br>3. _____<br>4. _____<br>5. _____<br>6. _____                     | <u>6 Most Important Things To Do Today-Other</u><br>1. _____<br>2. _____<br>3. _____<br>4. _____<br>5. _____<br>6. _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Today's Schedule</b><br>6am _____<br>_____<br>7am _____<br>_____<br>8am _____<br>_____<br>9am _____<br>_____<br>10am _____<br>_____<br>11am _____<br>_____<br>12noon _____<br>_____<br>1pm _____<br>_____<br>2pm _____<br>_____<br>3pm _____<br>_____<br>4pm _____<br>_____<br>5pm _____<br>_____<br>6pm _____<br>_____<br>7pm _____<br>_____<br>8pm _____<br>_____<br>9pm _____<br>_____<br>10pm _____<br>_____ |                   |  |           |  |                          |  |                              |  |             |  |                                  |  |                      |  |                           |  |                           |  |                   |  |                                                    |  |                          |  |
| <u>Customers To Contact</u><br>Name _____ # _____<br>Name _____ # _____<br>Name _____ # _____<br>Name _____ # _____<br>Name _____ # _____ | <u>Income Producing Activities</u><br><table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1 Skin Care Class</td><td style="width: 50px;"></td></tr> <tr><td>2 Facials</td><td></td></tr> <tr><td>3 On-the-Go Appointments</td><td></td></tr> <tr><td>\$100 Customer Service Sales</td><td></td></tr> <tr><td>1 Interview</td><td></td></tr> <tr><td>1 Tape w/questionnaire completed</td><td></td></tr> <tr><td>1 Guest at a meeting</td><td></td></tr> <tr><td>5 New Contacts (Name &amp; #)</td><td></td></tr> <tr><td>2 New Appointments Booked</td><td></td></tr> <tr><td>1 New Team Member</td><td></td></tr> <tr><td>1 Bus. Debut for New Team Member (\$100 &amp; 4 bkgs.)</td><td></td></tr> <tr><td><b>Total IPA's Today</b></td><td></td></tr> </table> |                                                                                                                                                                                                                                                                                                                                                                                                                     | 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.) |  | <b>Total IPA's Today</b> |  |
| 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.)                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                     |                   |  |           |  |                          |  |                              |  |             |  |                                  |  |                      |  |                           |  |                           |  |                   |  |                                                    |  |                          |  |
| <b>Total IPA's Today</b>                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                     |                   |  |           |  |                          |  |                              |  |             |  |                                  |  |                      |  |                           |  |                           |  |                   |  |                                                    |  |                          |  |
| <u>Classes to Book</u><br>Name _____ # _____<br>Name _____ # _____<br>Name _____ # _____<br>Name _____ # _____<br>Name _____ # _____      | <u>Directorship</u><br>15 per week or 3-5 per day<br><u>Errands to Run</u><br>1. _____<br>2. _____<br>3. _____<br>4. _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                     |                   |  |           |  |                          |  |                              |  |             |  |                                  |  |                      |  |                           |  |                           |  |                   |  |                                                    |  |                          |  |
| <u>Interviews to Book</u><br>Name _____ # _____<br>Name _____ # _____<br>Name _____ # _____<br>Name _____ # _____<br>Name _____ # _____   | <u>Notes to Write</u><br>1. _____<br>2. _____<br>3. _____<br>4. _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                     |                   |  |           |  |                          |  |                              |  |             |  |                                  |  |                      |  |                           |  |                           |  |                   |  |                                                    |  |                          |  |
| <u>Team Members to Contact</u><br>Name _____ # _____<br>Name _____ # _____<br>Name _____ # _____                                          | <u>Phone Calls to Return</u><br>1. _____<br>2. _____<br>3. _____<br>4. _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                     |                   |  |           |  |                          |  |                              |  |             |  |                                  |  |                      |  |                           |  |                           |  |                   |  |                                                    |  |                          |  |
| <u>Guests for Meeting</u><br>Name _____ # _____<br>Name _____ # _____<br>Name _____ # _____<br>Name _____ # _____<br>Name _____ # _____   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                     |                   |  |           |  |                          |  |                              |  |             |  |                                  |  |                      |  |                           |  |                           |  |                   |  |                                                    |  |                          |  |
| Planning: _____<br>_____<br>_____<br>_____<br>_____                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                     |                   |  |           |  |                          |  |                              |  |             |  |                                  |  |                      |  |                           |  |                           |  |                   |  |                                                    |  |                          |  |