

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. _____

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 _____ # _____

Name _____ # _____

Income Producing Activities

1 Skin Care Class	
2 Facials	
3 On-the-Go Appointments	
\$100 Customer Service Sales	
1 Interview	
1 CD 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. _____

People to Follow Up With

Name _____ # _____

Name _____ # _____

Name _____ # _____

Name _____ # _____

Name _____ # _____

Phone Calls to Return

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

Planning: _____
