

DAILY ACTION SHEET for _____

6 Most Important:

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

Must Not Forget, To Do, etc:

URGENT (PRIME TIME) POWER HOUR

- Goal Set/6 Most (*do the night before*)
- Leads Goal _____
- Write down voice mails (*do not react*)
- Booking Calls-10 Dials
- Reschedule Calls
- Career Chat Booking Calls (if needed)
- Confirm next day/Pre-profile

10 Booking Dials for New Faces

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

TODAY'S LEADS GOAL: _____

Reschedule Calls:

1. _____
2. _____
3. _____

Notes:

NIGHTLY:

- *Finish Trackers*
- *Tomorrow's 6 Most / Plan Day*

IMPORTANT (ANY TIME) POWER HOUR

- HOTLINE: 641-715-3900 ex:26717#
- Check InTouch (1 minute)
- Return BUSINESS E-Mails (briefly!)
- Return Client Voice Mails/Texts
- 5 Client Calls
- Process Cards
- Pack Orders
- Coach Classes
- Thank you/Reminder Client Postcards
- Pack for Tomorrow's Appointments
- Fill out 30 Faces Tracking
- Fill out Career Chat Tracking
- Fill Out WAS/IPA Sheets
- Fill out Unit Challenge Sheet

Call 5 Clients (Reorders, Follow-up & PCP)

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

Call Back for the Day

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

Errands for the Day (opportunity to meet people):

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

WEEKLY TASKS, on "Office Day":

Every Week:

- Repack product travel cases
- Refill Starter Kit
- Enter profiles & sales into Intouch
- File Sales tickets/profiles/receipts

ALSO:

- 1st Week:* Write Client Birthday Cards
- 2nd Week:* Process Product (includes wrapping prizes, make appt goody bags, etc)
- 3rd Week:* PRP's / Refill CChat Folders, Hostess Packets, etc
- 4th Week:* Order Product