

Consultant's Daily Organizational Work Sheet

Date: _____

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