

# Daily Organizational Worksheet    Date: \_\_\_\_\_

<b>6 Most Important Things To Do List—MK</b> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____	<b>6 Most Important Things To Do List—Other</b> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____
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<b>Prospective Bookings to Contact</b>	<b>Prospective Recruits to Contact</b>
Name _____ # _____ Name _____ # _____ Name _____ # _____ Name _____ # _____	Name _____ # _____ Name _____ # _____ Name _____ # _____ Name _____ # _____

<b>Customers to Contact</b>	<b>Personal Recruits to Contact</b>
Name _____ # _____ Name _____ # _____ Name _____ # _____ Name _____ # _____	Name _____ # _____ Name _____ # _____ Name _____ # _____ Name _____ # _____

<b>Errands to Run</b> 1. _____ 2. _____ 3. _____ 4. _____	<b>Notes to Write</b> 1. _____ 2. _____ 3. _____ 4. _____	<b>Phone Calls to Return</b> 1. _____ 2. _____ 3. _____ 4. _____
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<b>5 Names &amp; Numbers per DaY</b> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #808000; color: white;"> <th colspan="2" style="text-align: center;">Income Producing Activities</th> </tr> <tr> <td style="padding: 2px;">A- 1 Skin Care Class (\$100 retail/3 new Faces)</td> <td style="width: 50px;"></td> </tr> <tr> <td style="padding: 2px;">B - 2 Facials (\$100 retail) OR</td> <td></td> </tr> <tr> <td style="padding: 2px;">B-3 On the Go Appointments )\$100 retail)</td> <td></td> </tr> <tr> <td style="padding: 2px;">C-2 New Appointments Booked</td> <td></td> </tr> <tr> <td style="padding: 2px;">D-\$100 Customer Service Sales, Website or Brochure</td> <td></td> </tr> <tr> <td style="padding: 2px;">E-1 DVD/CD with Survey/Questionnaire</td> <td></td> </tr> <tr> <td style="padding: 2px;">F-1 Team Building Interview with Survey/Questionnaire</td> <td></td> </tr> <tr> <td style="padding: 2px;">G-1 Guest at a Meeting</td> <td></td> </tr> <tr> <td style="padding: 2px;">H-7 New Contacts (Name &amp; #)</td> <td></td> </tr> <tr> <td style="padding: 2px;">I-1 New Team Member</td> <td></td> </tr> <tr> <td style="padding: 2px;">J-1st SCC for new Team Member (00 &amp; 4 Bookins)</td> <td></td> </tr> <tr style="background-color: #FFDAB9;"> <td style="text-align: center; padding: 2px;"><b>\$ Total IPA for Today \$</b></td> <td></td> </tr> </table>	Income Producing Activities		A- 1 Skin Care Class (\$100 retail/3 new Faces)		B - 2 Facials (\$100 retail) OR		B-3 On the Go Appointments )\$100 retail)		C-2 New Appointments Booked		D-\$100 Customer Service Sales, Website or Brochure		E-1 DVD/CD with Survey/Questionnaire		F-1 Team Building Interview with Survey/Questionnaire		G-1 Guest at a Meeting		H-7 New Contacts (Name & #)		I-1 New Team Member		J-1st SCC for new Team Member (00 & 4 Bookins)		<b>\$ Total IPA for Today \$</b>	
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<b>What's Your Goal:</b> _____																											
<b>Part Time Consultant</b> 1 per day (Active Consultant building customer base)																											
<b>Tull Time Consultant</b> 2 per day (Building to Star Consultant and Star Recruiter)																											
<b>Car or Sales Director</b> 3 per day (Bulding to Team Leader Status and above)																											

Notes: \_\_\_\_\_  
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 \_\_\_\_\_

Today's Schedule

6am \_\_\_\_\_

7am \_\_\_\_\_

8am \_\_\_\_\_

9am \_\_\_\_\_

10am \_\_\_\_\_

11am \_\_\_\_\_

12pm \_\_\_\_\_

1pm \_\_\_\_\_

2pm \_\_\_\_\_

3pm \_\_\_\_\_

4pm \_\_\_\_\_

5pm \_\_\_\_\_

6pm \_\_\_\_\_

7pm \_\_\_\_\_

8pm \_\_\_\_\_

9pm \_\_\_\_\_

10pm \_\_\_\_\_