

# Director'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

5am \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

12 noon \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

11pm \_\_\_\_\_

Customers To Contact

Name \_\_\_\_\_ # \_\_\_\_\_

Name \_\_\_\_\_ # \_\_\_\_\_

Name \_\_\_\_\_ # \_\_\_\_\_

Income Producing Activities

5 new contacts: name/#			
1 new booked appt			
1 coached appt			
1 appt held			
1 personal guest to meeting			
1 interview: personal/unit			
1 follow up: guest/interview			
1 new team member			
1 inventory discussion w/nc			
5 consultant 1on1 coaching			
<b>Total IPA's Today</b>			

Personal Recruits to Contact

Name \_\_\_\_\_ # \_\_\_\_\_

Name \_\_\_\_\_ # \_\_\_\_\_

Name \_\_\_\_\_ # \_\_\_\_\_

Name \_\_\_\_\_ # \_\_\_\_\_

Prospective Booking to Contact

Name \_\_\_\_\_ # \_\_\_\_\_

Name \_\_\_\_\_ # \_\_\_\_\_

Prospective Recruits to Contact

Name \_\_\_\_\_ # \_\_\_\_\_

Name \_\_\_\_\_ # \_\_\_\_\_

Name \_\_\_\_\_ # \_\_\_\_\_

Name \_\_\_\_\_ # \_\_\_\_\_

Name \_\_\_\_\_ # \_\_\_\_\_

Name \_\_\_\_\_ # \_\_\_\_\_

Director/Car=15 p/week  
 Cadillac = 20 p/week  
 Trip = 35 p/week  
 Million = 50 p/week  
 Nat'l = 50 p/week

Emails to write

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

New Consultants to Contact

Name \_\_\_\_\_ # \_\_\_\_\_

Name \_\_\_\_\_ # \_\_\_\_\_

Name \_\_\_\_\_ # \_\_\_\_\_

Notes to Write

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Key Consultants to Contact

Name \_\_\_\_\_ # \_\_\_\_\_

Name \_\_\_\_\_ # \_\_\_\_\_

Name \_\_\_\_\_ # \_\_\_\_\_

Phone Calls/Texts to Return

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Coaching Appt.

Name \_\_\_\_\_ # \_\_\_\_\_

Name \_\_\_\_\_ # \_\_\_\_\_

Errands: \_\_\_\_\_

\_\_\_\_\_

Planning: \_\_\_\_\_

\_\_\_\_\_