

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			
Total IPA's Today			

Personal Recruits to Contact

Name _____ # _____

Name _____ # _____

Name _____ # _____

Name _____ # _____

Prospective Booking to Contact

Name _____ # _____

Name _____ # _____

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

Prospective Recruits to Contact

Name _____ # _____

Name _____ # _____

Name _____ # _____

Name _____ # _____

Name _____ # _____

Name _____ # _____

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: _____
