## **Daily Organizational Worksheet**

Date \_\_\_\_\_

6 Most Important Things To Do List—MK	6 Most Important Things To Do List—Other Today's Schedule	
1	1 6am	
2.	2	
	3 7am	
4	4	
5	5 8am	
6	6	
Customers to Contact	9am	
Name #	Income Producing Activities ————————————————————————————————————	
Name #	1 Skin Care Class 10am_	
Name #	2 Facials	
Name #	3 On the Go Appointments \$100 Customer Service Sale 11am_	
	1 Interview	
Personal Recruits to Contact	1 Tano/Vidoo with	
Name#	Questionnaire Completed	
Name #	1 Guest at a Meeting	
Name #	5 New Contact (Name & #) 1pm 1pm	
Name #	1 New Team Member	
	1 Bus. Debut for new Team 2pm	
Prospective Bookings to Contact	Member (\$100 & 4 Bkgs.)	
Name #	Total IPAs Today	
Name #		
Name #	F marries als ar 1 marriages	
Name #	5 per week or 1 per day 4pm	
	Full-Time Consultant	
Prospective Recruits to Contact	10 per week or 2 per day 5pm	
Name #		
Name #	12 per week or 2-3 per day 6pm	
Name #		
Name #	15 per week or 3-5 per day	
	7pm	
Errands to Run Notes	to Write Phone Calls to Return —————	
	1 8pm	
2 2 3	2	
3.	3 9pm	
Notes		