

# Consultant'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**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Customers To Contact

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

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

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

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

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

Income Producing Activities

1 Skin Care Class	
2 Facials	
3 On-the-Go Appointments	
\$100 Customer Service Sales	
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.)	
<b>Total IPA's Today</b>	

Classes to Book

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

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

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

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

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

**Directorship**

15 per week or 3-5 per day

Interviews to Book

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

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

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

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

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

Errands to Run

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

Team Members to Contact

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

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

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

Notes to Write

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

Guests for Meeting

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

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

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

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

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

Phone Calls to Return

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_