

DAILY ACTION SHEET

DATE: _____

6 MOST IMPORTANT THINGS TO DO TODAY

Personal/Family

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Mary Kay

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Call 5 Customers (Reorders & Follow-up)

1. _____
2. _____
3. _____
4. _____
5. _____

Call Prospective Appointments

1. _____
2. _____
3. _____
4. _____
5. _____

Call Personal Team Members

1. _____
2. _____
3. _____
4. _____
5. _____

Call Prospective Team Members

1. _____
2. _____
3. _____
4. _____
5. _____

Notes to Write (Hostesses/Team Members/Prospects)

1. _____
2. _____
3. _____
4. _____
5. _____

Call Back for the Day

1. _____
2. _____
3. _____
4. _____
5. _____

Errands for the Day

1. _____
2. _____
3. _____
4. _____
5. _____

Other:

7:00
8:00
9:00
10:00
11:00
12:00
1:00
2:00
3:00
4:00
5:00
6:00
7:00
8:00
9:00