

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	