

	July 30, 2011							Total	% of	
	Weekly	Sun	Mon	Tue	Wed	Thu	Fri			Sat
Goals: S M A R T (W) *	Goal	24	25	26	27	28	29	30	week	goal
<b>Prospecting Goals</b>	<b>100</b>								0	0%
call existing clients	7								0	0%
call completed clients	10								0	0%
call prospects	25								0	0%
call lead from Q4 2010	10								0	0%
call lead from Q1 2011	10								0	0%
call lead from Q2 2011	10								0	0%
call referral	5								0	0%
call friend	5								0	0%
call vendor	5								0	0%
visit vendor	5								0	0%
visit prospect/client	8								0	0%
set prospect appointment	15								0	0%
<b>Networking Goals</b>										
network event	2								0	0%
get referral	5								0	0%
call referral	5								0	0%
give referral	5								0	0%
linked-in contacts	5								0	0%
linked-in referral	5								0	0%
new clients	5								0	0%
new quality contacts	15								0	0%
linked-in recommendation	1									
collect business card	15								0	0%
add to email blast	25								0	0%
<b>Selling Goals P A P C E *</b>	<b>20</b>									
F A B *									0	
warm-up call (check list)									0	
set appointment	15								0	
Preparation ~ meticulous									0	
Introduction									0	
presentations ~ compelling									0	
confirm client involvement									0	
Proposal									0	
close	5								0	
ask for the business	15								0	
3 B's of selling *									0	
thank you card	15								0	
follow up phone call 24 hours	15								0	
follow up phone call 3 days	15								0	
follow up visit	15								0	
maintain momentum									0	
									0	
revenue	1100								0	
thank you for your business	10								0	
<b>Sales/Marketing Tactics</b>										
Presentation book current?	1								0	
email blast	1								0	
emails	35								0	
newsletters	1								0	
postcards	15								0	
greeting card	10								0	
attend seminar	1									
Facebook business tip	5									

SMART (W) Specific, Measureable, Attainable, Realistic, Timebound & (Written down)

PAPCE: Preparation, Approach, Presentation, Close, Evaluation

FAB: Features, Advantages, & Benefits

3 B's: Be Bright, Be Brief, & Be Gone.