

# TO DO

Date: \_\_\_\_\_

## Business

## Messages

1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.
<b>Personal</b>	11.
11.	12.
12.	13.
13.	14.
14.	15.

## APPOINTMENTS

5:30 AM	2:00 PM
6:00 AM	2:30 PM
6:30 AM	3:00 PM
7:00 AM	3:30 PM
7:30 AM	4:00 PM
8:00 AM	4:30 PM
8:30 AM	5:00 PM
9:00 AM	5:30 PM
9:30 AM	6:00 PM
10:00 AM	6:30 PM
10:30 AM	7:00 PM
11:00 AM	7:30 PM
11:30 AM	8:00 PM
12:00 PM	8:30 PM
12:30 PM	9:00 PM
1:00 PM	9:30 PM
1:30 PM	10:00 PM

**DAILY CALL LOG: Time:** \_\_\_\_\_ **to** \_\_\_\_\_ **Total Minutes called** \_\_\_\_\_

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31  
 32 33 34 35 36 37 38 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60  
 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88  
 Number of Dials \_\_\_\_\_ Number of Contacts \_\_\_\_\_ Number of Appts Set \_\_\_\_\_ Number of Thank you notes \_\_\_\_\_  
 Face To Face: Buyers \_\_\_\_\_ Sellers \_\_\_\_\_ Sales \_\_\_\_\_ Commission \$ Today \_\_\_\_\_

Hours Worked \_\_\_\_\_

Dollar Productive Hours Worked \_\_\_\_\_