

DATE

S	M	T	W	TH	F	S
DAY OF WEEK						

**DAILY ACTIVITY RECORD**  
NAME:

**PROSPECTING** FROM: TO:

<b>NUMBER OF CALLS:</b>	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	39	40	41	42	43	44	45	46
<b>REFERRAL REQUESTS:</b>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23

**SUMMARY RESULTS:** Dials: Contacts: Leads: Buyer: Leads: Seller: Lender: Future:  
Buyer Appointments Set: Seller Appointments Set:

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

PRIORITY/TASK LIST	

**APPOINTMENTS MADE:**

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LISTING APPTS.:	PRICE REDUCTIONS:

LISTINGS TAKEN:	CLOSINGS:

LISTINGS SOLD:	SALES:

GCI		
	PURCHASE AGREEMENTS	CLOSED
TODAY		
MONTH		
YEAR		

MONTHLY APPTS. GOAL:	
CURRENT APPTS.:	
MONTHLY LISTINGS GOAL:	
CURRENT LISTINGS:	

SUMMARY RESULTS		
	TODAY	WEEK
CALLS		
CONN		
FACE		

Lead Generation \*Mastery of Scripts\* DPA = Prospecting/Selling/Negotiation

**SUMMARY OF GOALS FOR PERSONAL PLAN:**



