



Week Two		Week Three		Week Four	
Date		Date		Date	
Comments	Phone Call	Outlook Invite	Comments	Phone Call	Email
			Comments/Final Outcome		
Left Voice Mail for Lisa sent email #2	x	x	Made call #2 sent Outlook invite for 6/22	x	x

Instructions :  
 First step is to  Save As this worksheet with the name of **YourNameCampaign1** for week 1, **YourNameCampaign2** for week 2 and so forth.

For each week of the program, list your ten prospects under "Prospect Name." Then, put an X in the box to verify that the week's activity has been completed, adding any comments (see example).

Prospects stay on the list until an appointment is scheduled, they are a dead lead or the four week cycle is completed.

At the end of each week email your worksheet to your sales coach. The second week you will be emailing 2 worksheets, 3rd week 3 spreadsheets and so forth.

Be sure to schedule your 30 minute coaching session each week with your coach and you will be reviewing your worksheet on your coaching call each week.

Questions? Call 877.310.1370

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