

TASK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	WEEKEND
Motivational Study						
Coaching						
Research						
List Building Activities						
What						
Results						
Events						
What						
When						
Where						
Contacts (who)						
Phone Number						
Email						
Results (next step)						
Follow-Up (who)						
Last Contacted						
Why I'm Calling						
Results (next step)						

Customer Follow-up						
Who						
When Started						
Results						
Social Media						
Which						
What done						
Results						
Team Meetings						
What						
When						
Where						
Record Keeping						
Income						
Expenses						
Mileage						

Notes for the day						
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