

DAILY ACTION SHEET

DATE: _____

6 MOST IMPORTANT THINGS TO DO TODAY

Personal/Family

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Mary Kay

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Call 5 Customers (Reorders & Follow-up)

1. _____
2. _____
3. _____
4. _____
5. _____

Call Prospective Appointments

1. _____
2. _____
3. _____
4. _____
5. _____

Call Personal Team Members

1. _____
2. _____
3. _____
4. _____
5. _____

Call Prospective Team Members

1. _____
2. _____
3. _____
4. _____
5. _____

Notes to Write (Hostesses/Team Members/Prospects)

1. _____
2. _____
3. _____
4. _____
5. _____

Call Back for the Day

1. _____
2. _____
3. _____
4. _____
5. _____

Errands for the Day

1. _____
2. _____
3. _____
4. _____
5. _____

Other:

- _____
- _____
- _____
- _____
- _____

7:00

8:00

9:00

10:00

11:00

12:00

1:00

2:00

3:00

4:00

5:00

6:00

7:00

8:00

9:00



Contributed by Judy Kawiecki, Independent National Sales Director