

Daily Action Sheet Date _____

6 Most important things to do today
1
2
3
4
5
6

This Week's Goal

Call 5 Customers (re-orders & referrals)	Call 5 Prospective Appointments
1	1
2	2
3	3
4	4
5	5

Call Personal Recruits	Call 5 Prospective Recruits (Set up Appointments)
1	1
2	2
3	3
4	4
5	5

Write 3 Thank You / Appreciation Notes to Prospects, Recruits & Hostesses
1
2
3

Errands for the Day (Non Mary Kay activities)	Call Back for the Day
1	1
2	2
3	3
4	4
5	5