

# Daily Activity Record

DATE

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**PROSPECTING** From: \_\_\_\_\_ to: \_\_\_\_\_ Name: \_\_\_\_\_

Calls:

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	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63

Referral Requests:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
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Summary Results: Dials \_\_\_\_\_ Contacts \_\_\_\_\_ Leads: Buyer \_\_\_\_\_ Leads: Seller \_\_\_\_\_ Lender \_\_\_\_\_ Future \_\_\_\_\_  
 Buyer Appointments Set \_\_\_\_\_ Seller Appointments Set \_\_\_\_\_

SCHEDULE / ACTIVITIES	
7	
8	
9	
10	
11	
12	
1	
2	
3	
4	
5	
6	
7	

PRIORITIZED TASK LIST										Priority Scale: <b>A</b> Right Away <b>B</b> End of the Day <b>C</b> End of the Week					
A	B	C	Ask for referrals							A	B	C			
A	B	C	Call Birthdays, Anniversaries, etc.							A	B	C			
A	B	C							A	B	C				
A	B	C							A	B	C				
A	B	C							A	B	C				
A	B	C							A	B	C				
A	B	C							A	B	C				
A	B	C							A	B	C				

RESULTS / OPPORTUNITIES / ISSUES / AD & SIGN CALLS

Lead Generation • Mastery of Scripts • DPA = Prospecting / Selling / Negotiating
Summary of Goals for Personal Plan
1)
2)
3)
4)
5)
6)
<b>GOAL:</b>

Follow up Calls:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Note Cards Sent:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Homes Previewed:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Email Follow up:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
B's Into Drip System:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
C's Into Drip System:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Phone Duty Calls:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
# of Zero Transfers:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
# of Face to Face Appts:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21



**YEARLY CLOSED TO DATE:** 
     
 **YTD GOAL:**