



Daily Sales *Tracker*

Welcome to the Daily Sales Tracker!



Early on in my sales career I was fortunate enough to meet Tom Vanyo. He deeply impressed upon me the value of personal development. He taught me that life is an education, and though we may choose to stop learning, the opportunities for learning never end.

Tom had asked me on several occasions to keep track of my numbers. I blew it off and made a lot of excuses like, "It's a waste of time," "I'm already one of your top producers," or "What does it really matter?" The bottom line was this, I didn't want to be held accountable. I really didn't want to know. It was too easy to go home at the end of the day and conclude I had a busy day. Once I started keeping track I was shocked by how little sales activity I was involved in each day.

You will never know what's working and what's not unless you keep track. It's too easy to get faked out by being busy. I love what the great teacher and business philosopher, Jim Rohn, said many years ago, "Don't mistake movement for achievement; it's easy to get faked out by being busy."

In my favorite book it says, "Go to the ant, consider its ways and be wise. It stores its provisions in the summer and gathers its food at harvest." Remember this, well-educated activity will change your results. If you are unhappy with your results, change your activity.

All successful salespeople keep track of their numbers. The numbers tell a very important story. What's your story?

Blessings!

A handwritten signature in blue ink that reads "Steve".

Steve Kloyda
Founder & President
The Prospecting Expert, Inc.

Telephone Dials																								
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	64	65	66	67	68	69	70	71	72	73	74	75
Sales Activity Symbols									AS	Appointment Set		Voicemail	1	2	3	4	5	6	7	8				
P	Prospect								S	Sale			9	10	11	12	13	14	15	16				
C	Client								R	Referral			17	18	19	20	21	22	23	24				
Telephone Contacts									Type		Results			25	26	27	28	29	30	31	32			
Name	P	C	AS	S	R																			
1																								
2																								
3																								
4																								
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16																								
17																								
18																								
19																								
20																								
Totals																								

Instructions

- Every time you dial the telephone, cross out a number in the **Telephone Dials** box.
- If you reach voicemail, then cross out a number in the **Voicemail** box.
- When you contact the person you are calling, or if they called you, enter their name in the name column under **Telephone Contacts** or cross out a number to the left.
- Check the corresponding boxes for type of contact and result (*see guide to right*)
- At the end of the day, add up your **Dials, Voicemails, Contacts, Types** and **Results**, and enter the number in the **Totals** box at the bottom of the page.

Please make copies as needed. Do not write on master copy.

Types of Contact:

- P Prospect** — A person you have never spoken with who is interested in and qualified for your offering.
- C Client** — A person who is one of your existing clients.

Types of Result:

- P Appointment Set** — A prospect or client has agreed to meet with you.
- S Sale** — You wrote some business.
- R Referral** — You asked for or received a referral from the person you contacted.

Weekly Sales Report

At the end of each week, transfer your totals from the Daily Sales Report.
Please make copies as needed. Do not write on master copy.

Totals Per Week							
Week Ending						Actual	Goal
Days							
Dials							
Voicemails							
Contacts							
Prospects							
Clients							
Appointments Set							
Sales							
Referrals							
Averages Per Day							
Week Ending						Actual	Goal
Dials							
Voicemails							
Contacts							
Prospects							
Clients							
Appointments Set							
Sales							
Referrals							
Telephone Activity Ratios				Notes			
Contacts / Dials		=	%				
Voicemails / Dials		=	%				
Prospects / Dials		=	%				
Clients / Dials		=	%				
Appointments / Dials		=	%				
Sales / Dials		=	%				
Referrals / Dials		=	%				
Comments, Daily Goals, Etc.							

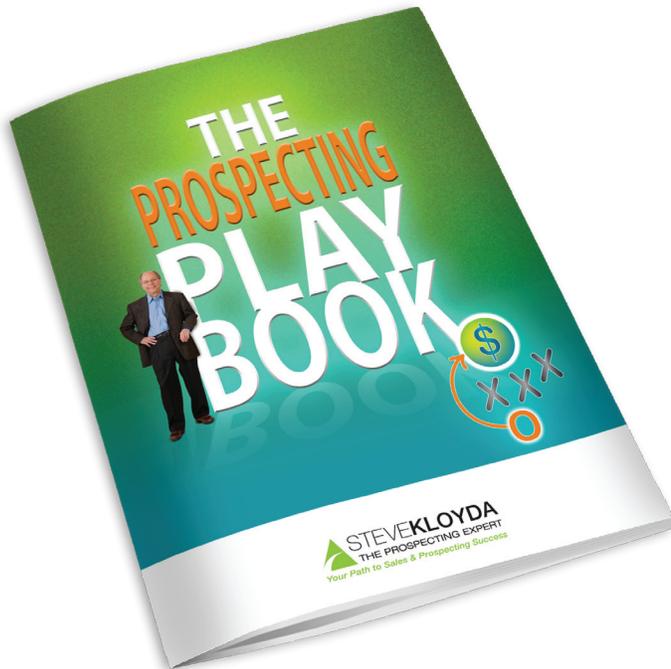
Monthly Sales Report

At the end of each month, transfer your totals from the Weekly Sales Report.
Please make copies as needed. Do not write on master copy.

Totals Per Month														
Month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Actual	Goal
Days														
Dials														
Voicemails														
Contacts														
Prospects														
Clients														
Appointments Set														
Sales														
Referrals														
Averages Per Day														
Month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Actual	Goal
Dials														
Voicemails														
Contacts														
Prospects														
Clients														
Appointments Set														
Sales														
Referrals														
Telephone Activity Ratios										Notes				
Contacts / Dials			=			%								
Voicemails / Dials			=			%								
Prospects / Dials			=			%								
Clients / Dials			=			%								
Appointments / Dials			=			%								
Sales / Dials			=			%								
Referrals / Dials			=			%								
Comments, Daily Goals, Etc.														

Want more clients?

When you complicate the sales process you end up confused and on the wrong path. *The Prospecting Playbook* will teach you how to avoid the biggest mistakes that salespeople make and give you a solid path to run on.



The Prospecting Playbook will show you how to:

- **Increase** your sales pipeline with referrals.
- **Eliminate** objections with the "Formula for Success."
- **Maximize** each sales opportunity by asking the right questions.
- **Avoid** the single biggest mistake that 90 percent of sales people make.
- **Build-up** your confidence with proven strategies and tactics!

Make the play that can change your life.

**Get your FREE COPY at
www.TheProspectingPlaybook.com**