


Week Three		Week Four	
Date		Date	
Comments	Phone Call	Email	Comments/Final Outcome
Made call #2 sent Outlook invite for 6/22	x	x	Appt. 7/23 with VP of Sales to talk about STAR

Instructions :
 First step is to  "Save As" this worksheet with the name of **YourNameCampaign1** for week 1, **YourNameCampaign2** for week 2 and so forth.

For each week of the program, list your ten prospects under "Prospect Name." Then, put an X in the box to verify that the week's activity has been completed, adding any comments (see example).

Prospects stay on the list until an appointment is scheduled, they are a dead lead or the four week cycle is completed.

At the end of each week email your worksheet to your sales coach. The second week you will be emailing 2 worksheets, 3rd week 3 spreadsheets and so forth.

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