

SHIFT SUMMARY



MANAGEMENT CHECK-OUT SHEET

This sheet must be completed and signed off on by a manager prior to you leaving at the end of your shift.

“Do it today! It will spare you the effort of finding excuses tomorrow.” - Dr. Steve Maraboli

FRESH UPS TAKEN

OUTBOUND CALLS MADE

EMAIL LEADS RECEIVED

EMAIL RESPONSES SENT

OUTSIDE PROSPECTS MADE

FUTURE APPOINTMENTS SET

SALES MADE

“The success you want to enjoy tomorrow depends on the actions you take today.” - Shane Eubanks

APPOINTMENTS FOR TOMORROW

Notes / Tomorrow's Commitments

Salesperson Signature: _____

Date: _____

Sales Manager Signature: _____