

# 30 DAY DAILY ACTIVITY RECORD

Sales Executive-

Start-

Finish-

Reviewer-

Head Of Business-

# DAILY ACTIVITY RECORD

DATE:  
REVIEWED BY:

**IT'S AS EASY AS  
1-2-3-4**

**NEW ENQUIRIES**

**TEST DRIVE**

**OFFER**

**SALES**

- 1 Set up new enquiries onto your prospect system
- 2 Demo at least one customer every day, and complete an offer sheet every time
- 3 Report your activity at your 5:30 de-brief
- 4 Sell More!

Name	Phone Number	Source



Actions

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