

Sales Weekly Productivity Report for: _____

Month: _____ Week: _____

LISTING APOINTMENTS THIS WEEK		
Address / Seller	Source	Status
1		
2		
3		
4		
5		
6		
7		
BUYER APOINTMENTS THIS WEEK		
Property Buyer	Hot	Status
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
BUYER APOINTMENTS THIS WEEK		
Address / Vendor / Buyer	Price	Status
1		
2		
3		
4		
5		
LISTING APOINTMENTS THIS WEEK		
Address / Contact	Type	Status
1		
2		
3		
4		
5		
6		
7		

Sales Business Generation for: _____

Month: _____ Week: _____

PROACTIVE PROSPECTING – INCLUDING 10X10X20		REVIEW	
//// / 30			
//// / 60			
//// / 90			
PIPELINE SELLER FOLLOW UP CALLS		REVIEW	
//// / 30			
//// / 60			
CLIENT NURTURE CALLS & CONTACTS		REVIEW	
//// / 30			
//// / 60			
PRIORITY BUYER FOLLOW UP CALLS		REVIEW	
//// / 30			
//// / 60			
OPEN FOLLOW UP CALLS		REVIEW	
//// / 30			
//// / 60			
//// / 90			
COI NETWORKING CALLS & CONTACTS		REVIEW	
//// / 30			
//// / 60			
MARKETING ACTIVITIES		REVIEW	
DAILY CONTACT		GOAL	ACTUAL
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Totals			