

Daily **10-Step** Action Plan

1. Block a minimum of one hour of uninterrupted time in your calendar /outlook for tele-prospecting calls.
2. Make 5 tele-prospecting calls before 10:00 a.m.
3. Send three emails to prospects in your pipeline.
4. Mail three letters to prospects in your pipeline.
5. Make five telephone follow-up calls before 3:00 p.m.
6. Meet/talk with one new qualified prospect.
7. Reach out to one potential referral source.
8. Mail three thank you card to either a prospect or a client.
9. Review your goals and sales progress.
10. Take care of your clients.

Be Unstoppable and Leave No Regrets

Activity Goals

Activities	Daily Goal	Weekly Goal	Monthly Goal	Total
Tele-prospecting calls				
Networking events				
Referrals & Introductions				
New sales leads				
New conversations				
New qualified appointments				
Scheduled prospecting time				
Follow-up calls				
Client visits				
Letters/Thank you notes, etc.				

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