



# DAILY WORK ORGANIZER

## *INTRODUCTION:*

**Why a Daily Organizer?**  
**Developing Your Plan for Success**  
**Managing by Priorities**  
**Forming Good Work Habits**

## *FOUR: Achieving Sales Goals*

**Sales Goals Tracking Sheet**  
**Weekly Goal Tracking Sheet**  
**Record of Sales**

## *ONE: Goal Setting for Sales Success*

**Reinforcement Through Affirmation**  
**Putting Goal Planning Into Practice**

## *FIVE: Reporting Your Activity*

**Record of My Activities Report (ROMAR)**  
**Monthly Activity Recap**

## *TWO: Income Needs and Goals*

**Personal Income Required to Achieve My Goals**  
**My Business Expense Requirements**  
**Summary of Income Needs and Goals**  
**Specific Action Plan for Sales Activity**

## *SIX: Plans for Career Development*

**Career Development and Training Plan**  
**Goals for Incentives and Awards**

## *THREE: Plans for Sales Success*

**Success Essentials Checklist**  
**Monthly Work Plan**  
**Weekly Work Plan**

## *Accomplishments*