Colonial Life COLLEGE

Tracking/Reporting Activities

We suggest that you use this document to track your own activities. Sharing it with your sales manager gives them the opportunity to suggest ways to be more successful.

Agent Daily & Weekly Report

Agent Name: _____

Date: _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	Weekly Total	Weekly Goal	Difference
# of Direct								
Phone Script dials								
# DMs spoken to								
Appts. set using script								
Hours dialed								
# DM presentations observed								
# DM presentations made								
# Welcome calls								