

PERSONAL DAILY ACHIEVEMENT (PDA)

Name: _____ Week of: _____ Page: ____ of ____

Day/Date:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
PDA calls:							
Goal/Pres:							
# Booked:							
# Presentations:							
# Sales:							
Total \$ sold:							
# Referrals:							
Notes Last Week:	Total Pres: _____ Total Sales: _____ Closing %: _____ Total \$ Sold: _____ Avg order: _____ Total Ref: _____ Ref/appt: _____						

This Week's Plan: "What you do TODAY, determines how much you make tomorrow!"

Fill in each day with trainings, call times, and booked presentations

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 am							
8:30 am							
9:00 am							
9:30 am							
10:00 am							
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9:00 pm							