

Daily Task Planner

DATE:

TOP 3 BUSINESS PRIORITIES

- 1
- 2
- 3

DAILY TASK CHECKLIST

- PERSONAL DEVELOPMENT _____
- CURRENT CUSTOMER FOLLOW UP _____
- UPDATE CUSTOMER TRACKER SHEET _____
- 5 NEW CONVERSATIONS/REACH OUTS _____
- 2 FOLLOW UPS (PROSPECTS) _____
- SAMPLE AT LEAST 1 PERSON _____
- SOCIAL MEDIA POST: 1 PER PLATFORM _____
- 10 COMMENTS _____
- 5-8 STORIES (FBOOK/IG) _____
- 1 REEL/TIKTOKS _____

5 NEW REACH OUTS

:
:
:
:
:
2 FOLLOW UPS
:
:

SOCIAL MEDIA CONTENT IDEAS

POSTS	<input type="text"/>
STORIES	<input type="text"/>
VIDEO	<input type="text"/>

SAMPLED:

AFFIRMATION/GRATITUDE

NOTES: