



# Worksheets for Call 1

What is it that you're doing each and every day? Track your time for a period of a week. Now I'm often told, "but that wasn't a typical week!" Let me ask you this... when IS it a typical week? Typical weeks are exactly what you see when you track your time. If it truly wasn't a typical week, choose to do it again next week. Ask yourself: What are the things that take up my time? Write them down now.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Where are you right now in your business? Be realistic and honest with yourself.

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Create your **Keep In Touch/Stay In Touch Campaign**. Fill in the blanks for what you will send to your potential clients. This form can also be used for past customers and clients.

1. January \_\_\_\_\_

2. February \_\_\_\_\_

3. March \_\_\_\_\_

4. April \_\_\_\_\_

5. May \_\_\_\_\_

6. June \_\_\_\_\_

7. July \_\_\_\_\_

8. August \_\_\_\_\_

9. September \_\_\_\_\_

10. October \_\_\_\_\_

11. November \_\_\_\_\_

12. December \_\_\_\_\_