Weekly Activity Planner

Week ending	

Weekly Performance:	Company Goal	Personal Goal	Actual
Pipeline			
Sales Activities			
Face to Face Meetings			
Presentations/Proposals			
Wins			
New Opportunities			
Quota YTD			
Weekly GP$			
# Employees on assignment			

New Business Activities

List the specific activities you are planning this week to add more opportunities to the pipeline.

Prior Week's Activity	By Date	Completed?

Next Week's Activity	By Date	Completed?