



Name _____ Start Date: _____ to End Date _____

YOUR GOAL	GUIDELINES	AREA	ACTUAL (CIRCLE AS YOU PROGRESS)
1. _____	120	Connection attempts (i.e.: number of times you dialed the phone or sent individual messages in an attempt to secure an appointment)	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170
2. _____	40	Responses	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60
3. _____	12	Support appt. set up	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20
4. _____	12	Appointments kept	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20
5. _____	0	Appt. rescheduled	1 2 3
6. _____	0	Appt. canceled	1 2 3
7. _____	5	Ministry letters sent out	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33
		Follow up phone calls	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24
		Decisions on hold <2 weeks	1 2 3 4 5 6 7 8 9 10 11 12
		Future contact >2 weeks	1 2 3 4 5 6 7 8 9 10 11 12
	30	New names gained	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40
8. _____	4	New monthly ministry partners	1 2 3 4 5 6 7 8 9 10 11 12
9. _____	\$150 in monthly giving	New monthly gifts <small>(Write the amount of each new monthly gift. For gifts given bimonthly, annually, etc. convert the value to monthly.)</small>	
10. _____	1-2	New special gifts partners	1 2 3 4 5 6 7 8 9 10 11 12
11. _____	\$200 - \$400 weekly target	New special gifts <small>(Write the amount of each new special gift)</small>	

Use this sheet to track your phone calls. At the end of the week, transfer your totals to your Weekly MTD Timecard. (An electronic (excel) version of this form can also be downloaded from your staff website.)