



Use this sheet to track your phone calls. Transfer your totals to your Weekly MTD Timecard on Staffnet.

Name _____ Start Date: _____ to End Date: _____

YOUR GOAL	GUIDELINES	AREA	ACTUAL (CIRCLE AS YOU PROGRESS)
1. _____	80-100	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 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172
2. _____	20-30	Connections	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. _____	9-11	Support appt. set up	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19
4. _____	9-11	Appointments kept	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19
5. _____	0	Appt. rescheduled	1 2 3
6. _____	0	Appt. canceled	1 2 3
7. _____		Ministry letters sent	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24
		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
	Future contact	>2 weeks	1 2 3 4 5 6 7 8 9 10 11 12
		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
8. _____	3-4	New donors	1 2 3 4 5 6 7 8 9 10 11 12
9. _____	\$120-\$200 weekly target	New monthly gifts	5 10 15 20 25 30 35 40 45 50 55 60 65 70 75 80 85 90 95 100 105 110 115 120 125 130 135 140 145 150 155 160 165 170 175 180 185 190 195 200 205 210 215 220 225 230 235 240
10. _____		New special gifts partners	1 2 3 4 5 6 7 8 9 10 11 12
11. _____		New special gifts	50 100 150 200 250 300 350 400 450 500 550 600 650 700 750 800 850 900 950 1000