

Name & Date: _____

Properly Fill Out Fully and email to full office team (give these specifics)

Set for Training Currently: _____

Total people signed for training today: _____

How many PR's did we collect today on interviews TOTAL _____

Did we clean fully in the office before leaving? _____

New Business Demos Completed Today: _____

New Business Demos for Tomorrow: _____

If the team did what tomorrow we could hit 15+ Set for Training before Friday?

(**longer answer**)

Any unexpected things we need to know as a team that a rep, or reps are having trouble with and if we fix it could help us grow in productivity (**longer answer**)

Who on the AM Staff sold & how many leads did they get? Build up & lift each other.

Add Flavor at the end of your e-mail to excite and motivate the team. Anything positive that is happening in the office.

Pro Tip: Make a group on Gmail Contacts, then on your email type your office name and it will autopopulate all AM's and DM / DVM to the email. This allows you to not waste time. (Download form, fill out quickly, attach to an email, and send.)