

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. )***