

WEEKLY DASHBOARD

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>	<i>MD</i>
SALES								
AVE								
CLOSE								
P/I								
RU/TU								
S/TU								
ESP'S								
NOON								
5PM								

Goal Setting (Monthly)

Month: _____

Date: _____

Personal Sales Goal: _____

Tools

Special Financing: _____

Special Buys or Promotional Items: _____

Monthly Theme and Special Events

Other: _____

Focus Areas for Ongoing Improvement

9 Essential Selling Steps:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

6 Groups of Knowledge

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Weekly Measurement Review: On Target Off Target

Completed Review of Measurement Report: Yes No

Identify the areas below target and discuss plan of action to get back on monthly goal: _____

Notes and Comments: _____

Monthly Tracking

Month	SALES						Gross Margin %		Average Sale \$\$		Close Ratio % per Traffic Up	
	Written	Written	Delivered	Delivered	Year:	Year:	Year:	Year:	Year:	Year:	Year:	
	Year:	Year:	Year:	Year:	Year:	Year:	Year:	Year:	Year:	Year:	Year:	
January												
February												
March												
April												
May												
June												
July												
August												
September												
October												
November												
December												
Yearly TOTAL	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-

Close Ratio % per Recorded Up	Year:	Year:	Fabric Protection Close Ratio %	Year:	Year:	Furniture Close Ratio %	Year:	Year:	Leather Close Ratio %	Year:	Year:	Appliance/Electronics Close Ratio %	Year:	Year:	Mattress Pads Close Ratio %	Year:	Year:	Total ESP's Close Ratio %	Year:	Year:	

ONE ON ONE

Name: _____ Date: _____

Top 3:

- 1) _____
- 2) _____
- 3) _____

	<i>Goal</i>	<i>Week 1</i>	<i>Week 2</i>	<i>Week 3</i>	<i>Week 4</i>	<i>Month</i>
Sales						
Close						
Ave						
P/I						
FAB						
LEA						
HARD						
MATT						
APP						
ELE						
PPP						

Week 1	
Week 2	
Week 3	
Week 4	
Month	

TARGET CARD

Name: _____ Date: _____

	Close		Ave Sale		P/I		PPP
Team		x		=			
Personal		x		=			

	Customer		Product		Sold		ESP
#1							
	Greet	Qualify	Comparison	Presentation	Sale	Reinforce	
#2							
	Greet	Qualify	Comparison	Presentation	Sale	Reinforce	
#3							
	Greet	Qualify	Comparison	Presentation	Sale	Reinforce	
#4							
	Greet	Qualify	Comparison	Presentation	Sale	Reinforce	
#5							
	Greet	Qualify	Comparison	Presentation	Sale	Reinforce	
#6							
	Greet	Qualify	Comparison	Presentation	Sale	Reinforce	
#7							
	Greet	Qualify	Comparison	Presentation	Sale	Reinforce	
#8							
	Greet	Qualify	Comparison	Presentation	Sale	Reinforce	
#9							
	Greet	Qualify	Comparison	Presentation	Sale	Reinforce	
#10							
	Greet	Qualify	Comparison	Presentation	Sale	Reinforce	

	Close		Ave Sale		P/I		PPP
Results		x		=			

	# Closed		Not Yet		Q-Book		Clearance
Focus							