



How to Track Your Invites & Follow Ups

1. Download the Business Activity Tracker, save it in your computer then open the file.
2. By itself, the trackers work like a charm, it helps you track the amount of customers that you are getting. However, it does not give you names, contacts and other details.
3. To resolve this, we have created another tracking tool, which is the Coach Tracking Checklist. This is a great supplementary tool that will you give in depth details and help with reaching your goals.
 - a. Create a copy of the file in your Google Drive or excel.
 - b. Fill in the fields for the week and tally the total, since you are entering names instead of numbers, you need to tally it manually.
 - c. Fill in the weekly tasks. These will also serve as your goals.
 - d. Fill in the evaluation table. This will give you a quick overview of your entire week.
 - e. Bear in mind that you can customize parts of the document based on your needs.