

Call Tracking Log

_____ Date	___ Calls ___ Reached ___ Appointments
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Weekly Totals:	___ Calls ___ Reached ___ Appointments

Key:

- Dialed. Left a message, or called with no message.
- ✓ Reached, but no appointment made.
- ✓✗ Reached and appointment made.

Note: If the client/prospect calls you back within the same day, change your dot to a checkmark or checkmark with a line through it. If they do not call you back the same day, it is just a dot. You do not have to go back to dots on previous days.

Example:



10 Calls
5 Reached
3 Appointments