

Weekly Sales Activity Report

Salesperson: _____

Property: _____

| | TOTAL HOURS | | | NUMBERS | | | |
|-----------|----------------|-----------------|-------------------|------------------------|---------------|------------------|----------------------|
| | OUTSIDE OFFICE | IN SALES OFFICE | OTHER THAN SALES* | IN-OFFICE VISITS/TOURS | OUTSIDE CALLS | FILE PHONE CALLS | NEW ACCT PHONE CALLS |
| MONDAY | | | | | | | |
| TUESDAY | | | | | | | |
| WEDNESDAY | | | | | | | |
| THURSDAY | | | | | | | |
| FRIDAY | | | | | | | |
| SATURDAY | | | | | | | |
| TOTALS | | | | | | | |
| GOAL | | | | | | | |

*EXPLAIN _____

SOFT (Success, Opportunities, Failures, Threats) _____

In-Office Visits: Prospects or customers visiting the property to discuss group business.

Definite Future: This is an estimate of group food, beverage, meeting room rentals and sleeping rooms booked that day for future dates.