

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.