# SHIFT SLIP

**Staff Name** _____  **Date** _____  **Length of shift** _____

**Call Attempts** ➤  **Call Contacts** ➤  **Apps booked** ➤

| APPOINTMENTS BOOK - Full Name | TOURS - Full Name | OUTCOME Sale/No Sale | SELF GEN LEADS - Full Name | CORE OFFERINGS / PROGRAMS |
|---|---|---|---|---|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |

**THIS SHIFT EXPECTATIONS**

**4-5 HOUR SHIFT**
+ 3 Appointments
+ 3 Self Gen Leads
+ Close at 75% or above

**7-8 Hour Shift**
+ 5 Appointments
+ 5 Self Gen Leads
+ Close at 75% or above

+ Contact to a appointment ratio =
+ Close ratio equals =
+ All leads in Exerp? **Y / N**
+ All appointments in Exerp? **Y / N**

+ Calculate contact to appointment ratio **- aim 33%**
  Appointments divided by contact equals, **multiplied by 100**
+ Calculate contact to appointment ratio **- aim 75%**
  Closed sales divided by tours equals, **multiplied by 100**

🎯 **KEY FOCUS FOR TODAY...**

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