

Personal Performance Assessment

Name: _____ Date: _____

	Yesterday ACTUAL	Today GOAL	Today ACTUAL	Tomorrow GOAL
Total Completed Calls				
Total Number of Calls				
Total Revenue				
Calls per Sale				
Average Order Size				
Dollars per Dial				

Show Percentages: YES ??? NO

The main reason that I did/didn't reach my goals today is that:

On about _____ % of today's calls, I didn't ask for the order.

On about _____ % of today's calls, I didn't try to cross-sell.

On about _____ % of today's calls, I didn't ask for an upgrade.

On about _____ % of today's calls, I didn't ask for referrals

Today, I did an especially good job of: _____

I need to work harder on: _____

All day tomorrow, I will focus on improving my: _____