

## KPI / Priority tracker Tool

Smart goal to be tracked	Client meetings			
	Planned progress	Actual progress toward total	Last 7 days	Next 7 days
Week 1	10	11	11	Keep going!
Week 2	20	20	9	Review old leads
Week 3	30	33	13	Outbound calls
Week 4	40	39	6	Golf day
Week 5	50	47	8	Dig into web traffic
Week 6	60	55	8	Meet with marketing
Week 7	70	62	7	Paid AdWords
Week 8	80	76	14	
Week 9	90			
Week 10	100			
Week 11	110			
Week 12	120			
Week 13	130			
End of Quarter target	130			