

Sales — Weekly Rhythm Checklist (15 Minutes)

A weekly routine that keeps pipeline moving.

Every Monday (10 minutes)

- Open Lead Tracker and sort by 'Next Action Date'.
- Call/message the warmest 10 leads first.
- Follow up all quotes older than 48 hours.
- Book 1–2 next steps for the week (calls/site visits).

Mid-week (5 minutes)

- Update statuses: Active / Won / Lost.
- Chase stalled quotes.
- Ask for one referral or one review from a happy customer.

Targets (set yours)

Activity	Weekly target	Actual
Outbound contacts		
Follow-ups completed		
Quotes sent		
Jobs booked		