**Sales Activity Tracking Form**

**Use this form to record and track daily sales activities and interactions.**

| **Field** | **Details to Fill** |
| --- | --- |
| **Sales Representative Name** |  |
| **Date of Activity** |  |
| **Department** |  |
| **Product Focus** |  |

**Activity Log**

| **Interaction Type (Checkbox)** | **Client Name** | **Follow-Up Date** | **Status (Closed/Pending)** |
| --- | --- | --- | --- |
| **[ ] Call** |  |  |  |
| **[ ] Email** |  |  |  |
| **[ ] Meeting** |  |  |  |
| **[ ] Demo** |  |  |  |
| **[ ] Webinar** |  |  |  |
| **[ ] Networking Event** |  |  |  |
| **[ ] Trade Show** |  |  |  |
| **[ ] Other** |  |  |  |

**Notes & Next Steps**

**Approval**

| **Manager Signature** | **Date** |
| --- | --- |
|  |  |