

Name : Gowsalya Dept : Business Development Associate Timing : 09.30 AM to 6.00PM							
DATE	WORK ACTIVITY	WORK STATUS					
September 1	Total Leads: 25 Interested – Tmrw Zoom Meeting : 8 WhatsApp Demo Shared: 3 Not Attended: 5 Call Back: 4 Busy: 2 Junk: 3						
September 2	Old Leads • Total Calls: 37 • Demo Shared: 8 Campaign Leads • Total Calls: 10 • Demo Shared: 1 Meta Leads • Total Calls: 17 • Demo Shared: 2 • Interested in Zoom Meeting: 2 Overall Summary • Total Calls: 64 • Total Demos Shared: 11 • Interested in Zoom Meeting: 2						
September 3	Meta Leads – 2 • Demo Shared – 1 Outbound Leads – 20 • Interested in Zoom Meeting – 2 (Saturday & this weekend) • WA Demo – 4 • Digital Marketing – 1 • Tomorrow Office Come for Catalog – 1 Old Leads – 30 • Demo Shared – 4 • Asked for Sample Video for Catalog – 1 Overall Summary • Total calls - 52 • Wa demo share - 9 • Interested in Zoom Meeting – 2 (Saturday & this weekend)						
September 4	Meta Leads: • 2nd Follow-up Calls – 10 • WhatsApp Demo Shared – 3 Meta Today Leads: • Total Leads – 2 • Interested – 0 Old Leads: • 2nd Follow-up Calls – 30 • WhatsApp Demo Shared – 8 Campaign Leads: • 2nd Follow-up Calls – 5 • Interested – 0 Outbound Leads: • Total Leads – 18 • WhatsApp Demo Shared – 4 Overall Summary • Total Calls – 65 • WhatsApp Demo Shared – 15						
September 5	Meta Leads • 2nd Follow-up Calls – 7 • WhatsApp Demo Shared – 3 Meta Today Leads • Total Leads – 3 • Interested – 0 Old Leads • Total Leads – 40 • WhatsApp Demo Shared – 5 Live Demo Connect • Jaininterio B2B – Live Demo Connected • Facility Management Services – Live Demo Connected (Pricing Shared) Client Meeting Attended – Me and Shalini Mam Summary • Total Calls – 50 • WhatsApp Demo Shared – 8 • Live Demo Connect – 2						
September 6							
	SUNDAY						

September 7	Digital Catalogue • Total Leads – 4 • Demo Shared – 1 Sales Meeting Reach 360 • Total Leads – 13 • Demo Shared – 4 Old Leads • Total Leads – 30 • Demo Shared – 10 Live Demo • Jaganathan – Colorqube Fashion, Gobichettipalayam • Live Demo was arranged. • Due to an urgent work at the last minute, the client requested to reschedule the meeting to tomorrow mornin Outbound Leads • Total Leads – 8 • Demo Shared – 2 Summary • Total Leads: 55 • Total Demos Shared: 17					
September 8	Meta Follow-up • Total Leads – 24 • Response – 1 Reach 360 • Total Leads – 4 • Demo Shared – 2 Reach 360 – 2nd Follow-up • Total Leads – 7 • Demo Shared – 4 Old Leads • Total Leads – 20 • Demo Shared – 7 Live Demo 1. Jaganathan – Colorqube Fashion, Gobichettipalayam Reach demo was explained, and pricing details and office address were shared. Client said they would visit the office directly. Outbound Leads • Total Leads – 10 • Demo Shared – 3 • Srinivasan Natesan – Real Estate, Coimbatore Live Demo Interested, Meeting scheduled for tomorrow at 4:00 PM. Summary • Total Calls: 65 • Total Demos Shared: 20 • Live Demo Interested: 1					
September 9	Reach 360 • Total Leads – 4 • Demo Shared – 1 Old Leads • Total Leads – 50 • Demo Shared – 7 Outbound Leads • Total Leads – 15 • Demo Shared – 2 Client Meeting Summary • Total Calls – 69 • Total Demo Shared – 10					
September 10	Reach 360 • Total Leads – 10 • Demo Shared – 4 Old Leads • Total Leads – 44 • Demo Shared – 7 Outbound Leads • Total Leads – 15 • Demo Shared – 1 Whatsapp Lead - 1 Summary • Total Calls – 70 • Total Demo Shared – 11					
September 11	Reach 360					

	• Total Leads – 9 • Demo Shared – 1						
	Sales Meeting						
	Old Leads						
	• Total Leads – 40 • Demo Shared – 5						
	Client Demo Meeting						
	Whatsapp Leads						
	• Total Leads – 4 • Demo Shared – 0						
	Summary						
	• Total Calls – 53 • Total Demo Shared – 6						
September 12	Reach 360						
	• Total Leads – 9 • WhatsApp Details Shared – 3 • Not Attended – 3						
	Client Demo Meeting						
	Old Leads						
	• Total Leads – 20 • Demo Shared – 0						
	Outbound Leads						
	• Total Leads – 30 • Demo Shared – 2 • Not Attended – 5						
	WhatsApp Leads						
	• Total Leads – 3 • Call back later - 1 • Not Attended - 2						
	Summary						
	• Total Calls – 62 • Total Demo Shared – 5						
September 13							
	SUNDAY						
September 14							
	VINAYAGAR CHATURTHI (OFFICE LEAVE)						
September 15	Reach 360						
	• Total Leads – 15 • WhatsApp Demo Shared – 3 • Not Attended – 3						
	Outbound Leads						
	• Total Leads – 15 • Demo Shared – 0						
	WhatsApp Leads						
	• Follow-up – 6						
	Meta Follow-up Leads						
	• Total Leads – 8 • Demo Reshared – 1						
	Demo Meeting						
	Meta Not Attended – 2nd Follow-up Leads						
	• Total Leads – 17 • Demo Reshared – 1						
	Summary						
	• Total Leads/Follow-ups – 61 • Total Demos Shared/Reshared – 5						
September 16	Reach 360						
	• Total Leads – 3 • WhatsApp Details Shared – 1 • Not Attended – 2						
	Old Leads						
	• Total Leads – 30 • Demo Shared – 1 • Not Attended – 7						
	Outbound Leads						
	• Total Leads – 15 • Demo Shared – 2 • Not Attended – 4						

	Instagram Leads • Leads Noticed While Scrolling Instagram – 4 • Demo Shared – 1 (Chennai Star Furniture) • Demo and Pricing Shared – 1 (NRK Furniture, Vellore)					
	Summary • Total Leads – 52 • Total Demos Shared – 6					
September 17	Reach 360 • Total Leads – 10 • WhatsApp Details Shared – 2 • Not Attended – 4 Old Leads • Total Leads – 30 • Demo Shared – 2 • Not Attended – 5 Outbound Leads • Total Leads – 20 • Demo Shared – 1 • Not Attended – 5 Reach Demo Meeting Summary • Total Leads – 60 • Total Demos Shared – 5 • Total Not Attended – 14					
September 18	Reach 360 • Total Leads – 7 • WhatsApp Details Shared – 3 • Demo Shared – 1 • Not Attended – 1 Old Leads • Total Leads – 30 • Demo Shared – 4 • Not Attended – 3 Outbound Leads • Total Leads – 23 • Demo Shared – 3 • Not Attended – 2 Summary • Total Leads – 60 • Total Demos Shared – 8					
September 19	Reach 360 • Total Leads – 7 • Demo Shared – 1 Reach Demo Meeting Old Leads • Total Leads – 32 • Demo Shared – 3 • Not Attended – 4 Outbound Leads • Total Leads – 15 • Demo Shared – 3 • Not Attended – 3 Reach Demo Meeting WhatsApp Lead Follow-ups • Total Leads – 9 • WA Details Shared – 2 Reach 360 Follow-ups • Total Leads – 10 • Proposal Shared – 1 Summary • Total Leads – 73 • Total Demos Shared – 7					
September 20						
	SUNDAY					
September 21	Reach 360 • Total Leads – 20 • Demo Shared – 3 Outbound Leads • Total Leads – 20 • Demo Shared – 2 • Not Attended – 1 WhatsApp Leads • Total Leads – 3					

	• WA Details Shared – 2					
	Reach 360 Follow-up					
	• Total Leads – 10					
	• Proposal reShared – 1					
	Summary					
	• Total Leads – 53					
	• Total Demos Shared – 5					
September 22	Reach 360					
	• Total Leads – 6					
	• Demo Shared – 1					
	2 Reach Demo Meeting					
	Reach 360 Follow-up					
	• Total Leads – 20					
	• Proposal reShared – 3					
	HALF DAY PERMISSION					
September 23	Reach 360					
	• Total Leads – 15					
	• WA Details Shared – 4					
	Outbound Leads					
	• Total Leads – 30					
	• WA Details Shared – 4					
	• Not Attended – 4					
	Reach 360 Follow-up					
	• Total Leads – 5					
	2 Reach Demo Meeting					
	Summary					
	• Total Leads – 50					
	• WA Details Shared – 8					
September 24	Reach 360					
	• Total Leads – 4					
	• WhatsApp Details Shared – 2					
	• Not Attended – 2					
	Old Leads					
	• Total Leads – 30					
	• Demo Shared – 2					
	• Not Attended – 7					
	Outbound Leads					
	• Total Leads – 20					
	• Demo Shared – 3					
	• Not Attended – 3					
	Summary					
	• Total Leads – 54					
	• WA Details Shared / Demo Shared – 7					
September 25	Reach 360					
	• Total Leads – 2					
	• Demo Shared – 0					
	Old Leads					
	• Total Leads – 30					
	• Demo Shared – 6					
	• Not Attended – 4					
	Outbound Leads					
	• Total Leads – 20					
	• Demo Shared – 0					
	Summary					
	• Total Leads – 52					
	• Demo Shared – 6					
September 26	LEAVE					
September 27	SUNDAY					
	Working For EEDISSA – Reach					
	Updated the sheet with 102 leads					
September 28	Reach 360					
	• Total Leads – 14					
	• Demo Shared – 3					
	• Not Attended – 1					
	Old Leads					
	• Total Leads – 30					
	• Demo Shared – 2					
	• Not Attended – 5					
	WhatsApp Follow Up Leads					
	• Total Leads – 6					

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