The Daily Checklist

- [ ] **Do at least 15 minutes of personal development time. Possible activities include:**
  - Reading motivational and business books, listening to business training, or training on doterrauniversity.com.
  - Pick a characteristic you want to develop and write out a plan on how you will develop it.
  - Decluttering and organizing.

- [ ] **Talk to two new people a day.**
  - This step seems simple, but just like brushing your teeth, it must be done every day in order to grow your business.

- [ ] **Follow up with two people you have previously contacted.**
  - The initial contact isn't enough for most people. Show people that you care by remembering what they talked about and asking them questions when you call.

- [ ] **Keep track of your classes.**
  - Make sure you have a class scheduled for the number of times you need to reach your goal for the month.