

Sales One-on-One Meeting Template

Last week's performance

What were last week's goals? Did you achieve them?

- 50 calls per day 📞
- New talking point

Challenges

What were your biggest blockers? How can we work them out?

- Got this objection a couple of times, any suggestions on what to reply?
- New talking point

Next week's goals

What are next week's targets?

- Increase outreach by 5% 📈
- New talking point

Action Items

What came out of this meeting? What are your next steps?

- New action item

Notepad

Anything else to write down?

-