

Quarterly Sales Planning Sheet

Rep Name		Quarter	
Manager		Year	

Quarter Goals

Metric	Target	Notes
Total Sales (\$)		
New Customers		
Meetings Set		
Opportunities Created		

Monthly Breakdown

Month	Sales Goal (\$)	Key Accounts	Planned Activities
Month 1			
Month 2			
Month 3			

Top Priorities & Strategies

Obstacles & Challenges

Additional Notes