# [Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

# Monthly Sales Target Tracker

Tracking a salesperson's month against target: weekly sales, deals in progress, and a manager review.

**Document:** Monthly Sales Target Tracker **Version:** 1.0

**Prepared by:** _____ **Owner:** _____

**Date:** _____ **Review date:** _____

**Target summary: Salesperson:** _____ **Sales manager:** _____

**Tracking month:** _____ **Monthly target:** _____

**Sales to date:** _____ **Remaining to target:** _____ **Percentage achieved:** _____ **Weekly sales record:**

| Week ending | New orders | Value | Cumulative value |
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## Deals in progress

| Client company | Opportunity | Value | Expected close | Stage |
|---|---|---|---|---|
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**Target review notes: Reviewed by:** _____ **Review date:** _____

**On track?:** _____ **Support needed:** _____ **Actions agreed:** _____

**Month-end close: Final sales value:** _____ **Target:** _____

# [Company name]

**Achieved?:** _____ **Carried forward:** _____

**Manager sign-off and date:** _____

**Completion checklist: [ ]** The monthly target ([Monthly target] [Target currency]) is stated for [Tracking month].

**[ ]** Weekly figures add up to the sales-to-date figure in the summary.

**[ ]** The review by [Sales manager name] is recorded with actions agreed.