[Company name]

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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

Deals in progress

Client company	Opportunity	Value	Expected close	Stage

Target review notes: Reviewed by: _____ **Review date:** _____

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

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

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.