

Sales Meeting Preparation	
Name	
Meeting Date	



Territory Review Financial performance against plan	YTD Budget	Sales	GP
	YTD Actual	Sales	GP
	Variance	Sales	GP
Territory Comments Short summary of territory performance and current situation			

Personal Focus for Coming Month Overview of personal sales plan and activities for coming month	
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Ideas and Opportunities Ideas/opportunities and suggestions that may be of commercial benefit to the sales team	
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Support/Training Needed Issues you would like guidance/training or support on after the meeting or in the coming month	
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