Business Development Contact Activity Tracker Name: Date:

Contact Name	Company	Telephone eMail	Email/Phone Q1	Q2	Q3	Q4	In Person 1st Half	2nd Half	Next Step

Note: if a client or inactive client, note with a “C” next to name or “IC”

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Business Development Contact Activity Tracker **Name:** **Date:**

Contact Name	Company	Telephone eMail	Email/Phone Q1	Q2	Q3	Q4	In Person 1st Half	2nd Half	Next Step

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