Prospect tracking spreadsheet

Prospect name	Contact details	Stage in the sales cycle	Next steps	Last contact date	Follow up date	Results	Notes
The name of the individual or business you're engaging with.	Adding their phone number and email address ensures you have multiple means of contact.	Initial contact	Outline the immediate action required for each prospect.	The date you last made contact with the prospect.	The date you plan to follow up with the prospect.	No answer	Any relevant remarks, concerns, or insights about the prospect.
		Qualification					