How to update your scoreboard monthly

1. Start in the top right hand corner and enter Month and directly under that add in the total number of days in that given month
2. Next go to Cell A24 and add in the date of the call or meeting that week and then directly below that add the date for the next weeks call or meeting, do this one more time and then the fourth one will always be the last day of the month regardless of the date of that call/meeting/
3. Next go to the cell B24. This will be the number of calendar days that have passed up to the call date. Example: If the call date is 11/7/18 then the number of days that have passed will be 6. Do this for each call date. The final one will always match the total number of days in the month. Example 7/31/18 will be 31.
4. Next enter in your monthly goals.
   1. Your monthly Conversation goal goes in D22
   2. Your monthly Buyer Consult goal goes in G22
   3. Your monthly Listing Consult goal goes in J22
   4. Your monthly Buyer Rep Agreements goal goes in M22
   5. Your monthly Listings Taken goal goes in P22
   6. Your monthly Closed Units goal goes in S22
   7. Your monthly GCI goal goes in V22
5. Your Goals also need to be updated in the vertical column
   1. D22=C9
   2. G22=C10
   3. J22=C11
   4. M22=C13
   5. P22=C14
   6. S22=C17
6. Input your monthly data and conversion rates
   1. Go to the previous month and add your actuals numbers where you ended for each of the 7 conversations
   2. Update the formula for conversion
      1. Row 12 would look like this =(J11+J10)/J9 for July
      2. Row 15 like this =J14/J11
      3. Row 16 like this =J13/J10