

Appointment tracker template

BLANK TEMPLATE - Week / date: _____ Name / room: _____

Date	Client	Service	Staff	Status	Follow-up date	Owner	Notes

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FILLED EXAMPLE - all names and appointments are fictional.

Date	Client	Service	Staff	Status	Follow-up date	Owner	Notes
5 May	Alex Chen	Consult	Sam	Completed	19 May	Sam	Send proposal
6 May	Riley Patel	Follow-up	Sam	No-show	8 May	Ava	Offer new link
7 May	Jordan Lee	Strategy call	Ava	Completed			No next step
8 May	Morgan Diaz	Check-in	Sam	Cancelled	15 May	Sam	Client travel