

Prospect tracking spreadsheet

| Prospect name | Contact details | Stage in the sales cycle | Next |
|--|---|--------------------------|---------------------|
| 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 | Outreach activities |
| | | Qualification | |
| | | Proposal | |
| | | Negotiation | |
| | | Closed won | |