A One-Week Missed-Call Tally

This worksheet is for business owners in Morro Bay, Los Osos, and Cayucos who want to see how many calls go unanswered in a normal week. Fill in your own numbers. It has no sample figures and no claims about what those calls are worth.

Print this PDF or write on a printed copy. Use marks or numbers. If you do not know an answer, leave the cell blank. Honest blanks are more useful than guesses.

How to use this worksheet

1. Pick a normal week. Choose seven days that look like a usual week for you, not a holiday or a week you are closed more than usual.

2. Mark every ring you know about. Each time the phone rings, mark whether you or someone on your team answered, or the call went to voicemail or rang out. If you only learn about a call later from voicemail, mark it when you hear it.

3. Track the follow-up. For calls you did not answer live, note whether you called back the same day, later, or not at all, if you know. Leave it blank if you do not.

4. Add a short note if you can. A word or two about what they needed, such as a booking, a quote, or a question about hours, helps you see patterns. Skip this if you are busy.

5. Add up the week. Total each column. Look at the numbers you actually wrote down, not at a number someone else claims is typical.

What this is not

This worksheet is for your own records. It is not a study of local businesses, and it does not estimate lost revenue. Do not turn your tally into a dollar figure unless you have your own proof.

The table is on the next page. If you would like help reading what you wrote down, you can request a free 30-minute review at esterobayai.com/free-ai-review/. Write to sales@esterobayai.com if you prefer email.

Your one-week tally

Missed-call tally for the week of _____. Leave a cell blank if you do not know the answer.

Write in the empty cells. Leave a cell blank if you do not know the answer.

Day	Answered live	Went to voicemail or rang out	Called back the same day	Still open, or unknown	What they needed (optional)
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Week total					

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