

Appointment Scheduling Tracker Sample						
Client Name	Phone / Email	Appointment Date	Appointment Time	Service Type	Follow-Up Needed	Notes
Jane Doe	123-555-5555 / doe123@yahoo.com	2/16/26	11:00 AM	Consultation	1 month follow up	Client Intake Form
John Smith	555-888-8866 / jsmith@gmail.com	2/16/26	11:30 AM	Follow Up Meeting	3 month follow up	
Stewie Jones	222-222-2222 / pawprint@outlook.com	2/17/26	12:00 PM	3 week touch-base	2 month follow up	Update contact sheet
Jane Doe	123-555-5555 / doe123@yahoo.com	2/16/26	2:00 PM	Consultation	Consultation	Client Intake Form
John Smith	555-888-8866 / jsmith@gmail.com	2/16/26	2:30 PM	Follow Up Meeting	Follow Up Meeting	Update contact sheet
Stewie Jones	222-222-2222 / pawprint@outlook.com	2/16/26	2:45 PM	3 week touch-base	3 week touch-base	