

Sales Forecast Worksheet

A simple commit/best-case/pipeline categorization method so forecasts aren't just optimistic guessing.

Forecast Period: _____

Prepared By: _____

Categorize Every Open Deal

DEAL	VALUE	CLOSE DATE	CATEGORY	CONFIDENCE
Commit/Best Case/Pipeline				

Category Definitions

- ☐ Commit: you'd stake your reputation on this closing this period
- ☐ Best Case: realistic, but depends on something not yet confirmed
- ☐ Pipeline: early-stage, real but not yet close to a decision

Forecast Totals

Total Commit: _____

Total Commit + Best Case: _____

Total Pipeline (for visibility only): _____

Sanity Checks

1. Does the Commit number match what you'd actually tell your manager confidently?
2. Are any deals stuck in the same category for multiple periods without progressing?
3. Is this forecast based on deal-by-deal reality, or a top-down number worked backward?

Forecast Accuracy Tracking

PERIOD	FORECASTED	ACTUAL	VARIANCE