

# Your 'Internal' Analysis: Time and Activities

A Time Management Tool

Hours spent  
this month

## Business-producing activities:

Pro-active prospecting (you go out and find potential clients/customers)

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Re-active prospecting (you wait for lead, ex. open houses/floor time)

\_\_\_\_\_

Qualifying/counseling buyers

\_\_\_\_\_

Showing buyers homes

\_\_\_\_\_

Closing buyers/negotiating offers

\_\_\_\_\_

Giving marketing presentations to sellers/qualifying sellers

\_\_\_\_\_

Listing marketable properties

\_\_\_\_\_

Attending purchase and sale presentations on behalf of your sellers

\_\_\_\_\_

**Total Hours**

## Business supporting activities:

Attending meetings

\_\_\_\_\_

Paperwork/follow-up

\_\_\_\_\_

Previewing properties

\_\_\_\_\_

Other:

\_\_\_\_\_

**Total Hours**

## Analysis:

What do your actions indicate you consider most important, according to the time and effort you're expending:

Your job description now:

Your desired job description:

A prioritized, proven business start-up activity management plan is explained in [Up and Running in 30 Days](#)

This analysis tool excerpted from [The Business Planning System for the Real Estate Professional](#)

Both resources from Carla Cross, Carla Cross Seminars, Inc.

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