

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) _____

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. www.carlacross.com

