

# 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](http://www.carlacross.com)

