**Time Management Activities Analysis**

**List the time, in hours, spent on each of the following activities per week.**

Phone calls (incoming & outgoing)

E-mails (incoming & outgoing)

Administrative – Reports / Mail

Employee Recruiting (Networking, referrals, phone calls, letters)

Problem Solving

Correcting Errors

Planning / Research

Sales/Expense/Profit Analysis

Face to face selling Working the POS

Competitive Survey/ Analysis

Follow-up calls

Drive time

Handling Customer Complaints

Handling crises situations (putting out fires)

Meetings / conference calls

Banking

Miscellaneous

**Total Hours per Week**