



Daily Activity Log

1 st Prospecting/Sales 65-80%	Hours (Goal)	Hours (Actual)	Comments	Improvements
Prospecting for Sellers	2.5			
Prospecting for Buyers	2.5			
Making App w Buyers/Sellers	1			
Showing Homes	Should be schedule separately			
Presenting offers	1			
Making Listing Presentation	Should be schedule separately			
MMA's	1-2			
Calling for referrals	1-3			
Total	9-14			

2 nd Office & Admin 20-25%	Hours (Goal)	Hours (Actual)	Comments	Improvement
Prepare CMAs	1			
Send out Ads	1-2			
Attend Office Meetings	1			
Look for Properties	1-3			
Attend Education Meetings	1			
Submit Files	1			
Review Emails & Reply	1			
Total	7-9			

3 rd Problem Solving 5-15%	Hours (Goal)	Hours (Actual)	Comments	Improvement
Holding deals together	.5-1			
Missing Documents	.5-1			
Total	1-2			

4 th Personal No Time Limit	Hours (Goal)	Hours (Actual)	Comments	Improvement
Gym/Exercise	1-2			
Continue Education/Church	1-2			
Entertainment/Networking	2-3			
Rest	3-4			
Total	7-9 or more			

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
9:00am	Office & Admin	Prospecting/Sales	Prospecting/Sales	Prospecting/Sales	Office & Admin	Prospecting/Sales	Personal No Time Limit
10:00am	Office & Admin	Prospecting/Sales	Prospecting/Sales	Prospecting/Sales	Office & Admin	Prospecting/Sales	Personal No Time Limit
11:00am	Office & Admin	Prospecting/Sales	Prospecting/Sales	Prospecting/Sales	Office & Admin	Prospecting/Sales	Personal No Time Limit
12:00pm	Lunch/Try not to eat alone						
1:00pm	Prospecting/Sales	Prospecting/Sales	Prospecting/Sales	Prospecting/Sales	Prospecting/Sales	Office & Admin	Prospecting/Sales
2:00pm	Prospecting/Sales	Prospecting/Sales	Prospecting/Sales	Prospecting/Sales	Prospecting/Sales	Problem Solving	Prospecting/Sales
3:00pm	Prospecting/Sales	Prospecting/Sales	Prospecting/Sales	Prospecting/Sales	Problem Solving	Personal No Time Limit	Personal No Time Limit
4:00pm	Prospecting/Sales	Office & Admin	Office & Admin	Office & Admin	Problem Solving	Personal No Time Limit	Personal No Time Limit
5:00pm	Problem Solving	Office & Admin	Office & Admin	Office & Admin	Personal No Time Limit	Personal No Time Limit	Personal No Time Limit

The information above is a reference to utilize to track your business progress and provide an idea of what your work week should look like.