| DAILY TIME TRACKER – TODAY'S ACTIVITIES | | | | | | |
|---|---|---|---|---|---|---|
| Name | | | | Date | | |
| **Time** | **Activity** | **Was it profitable?** | | **Was it necessary?** | | **Ways to Improve Effectiveness** |
| | | Yes | No | Yes | No | |
| 8:00 am | | | | | | |
| 9:00 am | | | | | | |
| 10:00 am | | | | | | |
| 11:00 am | | | | | | |
| 12:00 pm | | | | | | |
| 1:00 pm | | | | | | |
| 2:00 pm | | | | | | |
| 3:00 pm | | | | | | |
| 4:00 pm | | | | | | |
| 5:00 pm | | | | | | |
| 6:00 pm | | | | | | |
| 7:00 pm | | | | | | |
| 8:00 pm | | | | | | |
| | | | | | | |
| **Total Business Hours:** | | | | **Effective Time:** | | |

| **Productivity** | **Number** | **Hours** | **Minutes** | **Comments** |
|---|---|---|---|---|
| Sales Made | | | | |
| Listings Effected | | | | |
| Market Appraisals | | | | |
| Properties Shown | | | | |
| Price Reductions | | | | |
| Boards Erected | | | | |
| Business Phone Calls | | | | |
| Business Emails | | | | |
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