

Weekly Time Journal

Start	End	How Long	Detailed Description of What I Accomplished Week Total Hrs Worked:	week total	
			Monday, _____ Total: _____ hrs		
					BUSINESS PLANNING
					Daily Mapping
					Delegate/Outsource
					Goals/Strategic Plan
					Review
					BUSINESS DEVELOPM
					Advertising
					Client Development
					Email Marketing
					Network/Referral
					Online Marketing
					Public Relations
					Social Media
					Website
					Other
					Other
					Other
					Lead Nurturing
					New Consults
					Prospect Follow Ups
					Client Work - Billables
					Production Work
					Calls -Email - Mail
					STAFF MANAGEMENT
					1-on-1/Reviews
					Firm Meetings
					Recruiting
					Financials
					Professional Develop
					Travel
					Should Delegate
					Interruptions
					Wasted Time



Need More Help? *1-on-1 Coaching * Group Coaching *Seminars *Conferences

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