



Daily Sales Time Analysis

Name _____

Sales Activities (7am - 9pm)	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	Total Hours
Low Risk/Low Reward No work, Planning, Reading, Prioritizing Activities, Meetings Decision to Work, Looking Up Contact Information, Getting Ready, Etc. <i>(Plans & Admin)</i>																
Med. Risk/Med. Reward Proposals, Networking, Getting Referrals, Research, Talking w/Support Teams, Gathering Competitive Info., Etc. <i>(Necessary Activities before sale)</i>																
High Risk/High Reward Prospecting, Qualifying Prospects, Any Face-to-Face 'Interactive' Selling, Presenting, Fact Finding, Negotiating, Confirming, etc. <i>(Interactive Selling Activities)</i>																

Hours Spent in: **High Risk** _____ Hrs. **Med. Risk** _____ Hrs. **Low Risk** _____ Hrs.

Total Hours Worked _____

Percent Time in: **High Risk** _____ % **Med. Risk** _____ % **Low Risk** _____ %

Formula: Total Hours Spent by Risk (divided by) Total Hours Worked = % of Time by Risk (Round Off)

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