

## Your Business Activity Profile

CEO Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Leadership Development		Marketing/Sales		Accts		Product & Business Development		Client Mgt		Time Wasters	
<i>Daily or Weekly Activity I actually do...</i>	<b>Hrs</b>	<i>Daily or Weekly Activity I actually do...</i>	<b>Hrs</b>	<i>Daily or Weekly Activity I actually do...</i>	<b>Hrs</b>	<i>Daily or Weekly Activity I actually do...</i>	<b>Hrs</b>	<i>Daily or Weekly Activity I actually do...</i>	<b>Hrs</b>	<i>Daily or Weekly Activity I actually do...</i>	<b>Hrs</b>
Training Others		Website work		Sending Invoices		Creating new products or services		Calling Clients		Sleeping or watching TV	
Getting Trained		Blogging or hosting Webinars		Recording Payments		Creating Packages		Direct Client Meetings		Scanning Emails	
Reading Industry info		Social / Video Marketing		Expenses		Writing Books or articles etc		Performing Work		Scanning Social Media	
Attending School		Networking		Paying Bills		Revising Products or services		Fixing Client Work		Fixing things	
Attending Seminars etc		Speaking or Being Interviewed		Balancing books		Getting Certifications					
		Asking for the Sale		Collecting Payment							
<b>Add Total Hours</b>											

What's the Total hours of all Columns minus the Time Wasters? \_\_\_\_\_

- List the number of **Ideal Hours** you'd like to put into the business every week \_\_\_\_\_
- Calculate and Total all the **Actual Hours** You ARE Spending every week \_\_\_\_\_
  - This equals the actual hours being spent to run business....***Don't Include Time Wasters***
- Subtract the **Ideal Hours** from the **Actual Hours** \_\_\_\_\_ = Hours needed to Run the Business as is
- **Time Management Profile Reading** \_\_\_\_\_ ( *Ideal Number is 40 to 52 Hours* )

If your Time Management Profile Reading for your Business is under 40 or over 52, consider securing an Executive Business Coach  
**Why??**



An **Executive Business & Success Coach** supports the advancement of the CEO and the C-Level Executives performance. Your Coach helps to challenge you to get in position for enhanced development to reach their fullest potential & their goals. The Executive Success Coach provides appropriate feedback and direction to challenge the thinking of the Executive/Entrepreneur and shift them into goal accomplishes. Each person being coached, gains confidence in their abilities, effectiveness & efficiency with their thinking, improved leadership skills, and an overall balance, personally & professionally.

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**Enter the 12 week Coaching Program Today & Transform Your Vision Reality.....**