

## HomeTech Information Systems Time Tracking Sheet for Remodelers

Name \_\_\_\_\_

Week of \_\_\_\_\_

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	<b>Total</b>	<b>Percent</b>
Sales calls & prospecting									
Estimates									
Marketing & Advertising									
Bookkeeping & Accounting									
Office management									
Business planning									
Education									
Construction									
Staff Management									
Working with Clients									
<b>Grand Total</b>									<b>100%</b>

### Instructions and tips

- Enter the hours spent in each category for each day.
- When the week is over, tally the hours by category and enter in the total column.
- Write in the grand total at the bottom of the Total column.
- Calculate the percentage of your time spent for each task and enter in the last column. Are the numbers surprising? Are you spending too much time in some areas and not enough in others?