TwoIT Solutions

Time map: worksheet

Enter how many times a week you do each task and how many minutes it takes. I'll do the math.

Task	Times per week	Minutes each time	h/mo
Sending the same reply to new leads			
Copying data from one place to another (Excel, CRM)			
Asking for pending documents or information			
Reminding people of appointments or dates			
Following up with people who didn't reply			
Preparing reports or summaries by hand			
Sending the same information to different clients			
Total			

Hours per month = times per week × minutes ÷ 60 × 4.33