

Time No One Pays For

Guesstimate how many hours you spend per month "off the clock" on the following:

UNBILLABLE TIME

- _____ Meeting with clients/customers
- _____ Preparing bids/estimates/quotes/requests for proposals
- _____ Answering e-mails and phone calls
- _____ Project management
- _____ Doing work on "spec"
- _____ Travel time
- _____ Slow times (seasonal, industry, or personal)
- _____ Gaps in schedule/scheduling glitches/short-notice cancellations
- _____ Downtime (equipment failures, waiting for something else to be completed first, etc.)
- _____ Vacations/sick days/personal time off
- _____ Other

TIME SPENT RUNNING THE BUSINESS

- _____ Supervising employees/contractors
- _____ Marketing/selling/meetings
- _____ Invoicing/collections/bill paying/accounting
- _____ Buying supplies/coordinating with vendors
- _____ Studying the competition/trends in the industry
- _____ Innovating/research and development/continuing education
- _____ Meeting with lawyer, accountant, business coach, or other professionals
- _____ Performing general office/operations tasks
- _____ Long-term planning
- _____ Other

TOTAL HOURS

- _____ Unbillable time
- _____ Time spent running the business
- _____ Total number of hours that no one pays for