

THE ACTIVITY INVENTORY™

GUIDE

List the types of things you do while working in your business; for example, open the mail, meet with managers, call clients, strategize to solve client issues, determine new business strategies, delegate, and so forth. Be as specific and comprehensive as possible.

1	Talk to clients on phone	21	Inventory office supplies
2	Respond to client emails	22	Fix the phone system
3	Open mail	23	Create project timelines
4	Coordinate meetings	24	Get quotes on materials
5	Organize files	25	Research online
6	Call travel agent	26	Negotiate w/ landlord
7	Do budget spreadsheet	27	Review resumes
8	Meet w/ tech team	28	Solve client issues
9	Sign checks	29	Delegate forms
10	Balance day's deposits	30	Create presentations
11	Fix computer problems	31	Write articles
12	Train new hires	32	Problem solving
13	Read trade journal	33	Repairing the photocopier
14	Meet w/ clients	34	
15	Design proposal layouts	35	
16	Write proposals	36	
17	Sort contacts for mailer	37	
18	Enter appointments into calendar	38	
19	Have coffee w/ the team	39	
20	Call lawyer	40	

Name: (Your name)

Date: (Today's Date)