

PIN System Task Analysis

Managers

	Productive	Indirectly Productive	Non-Productive
1.	Training	Planning	Sales Meetings
2.	Recruiting	Motivating	Company Meetings
3.	Support Meetings	Directing Agents:	Office/Administration
4.	1x1 Commit Meetings	a) Presenting Offers	Writing Ads
5.	Training Floor Time	b) Interviewing	Planning Schedules
6.	Phone Training	c) Closing Clients	Board Events
7.	Listing/Sales Training	d) Motivative Lunch	Calls To Other Brokers
8.		Budget Evaluations	"Saving" A Deal
9.		Staff Evaluations	Title Companies
10.		Analyzing Sales	Phoning Outside Services
11.		Analyzing Listings	Intra-Office Problems
12.		Market Position, etc.	
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