

PRODUCTIVITY STATISTICS

Business: _____
 Address: _____

 Email: _____

Date: _____
 Phone: () _____
 Contact: _____

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Week #	# Employees	Week #	# Employees	Week #	# Employees	Week #	# Employees	
1		14		27		40		
2		15		28		41		
3		16		29		42		
4		17		30		43		
5		18		31		44		
6		19		32		45		
7		20		33		46		
8		21		34		47		
9		22		35		48		
10		23		36		49		
11		24		37		50		
12		25		38		51		
13		26		39		52		

	Current Totals Emp
Executive	_____
Sales	_____
Office	_____
Field	_____
Plant	_____
Other	_____
Total	_____

Please be as exact as possible. This is very important information and the results will be very enlightening

Your Estimate of Total Employee Productivity: _____ % Completed By: _____

Monthly Sales

January	\$	April	\$	July	\$	October	\$
February	\$	May	\$	August	\$	November	\$
March	\$	June	\$	September	\$	December	\$

Many employers have a vague idea of their employees productivity but they don't really know their productivity or how much their productivity may be costing the company. This is normally an eye opening exercise for management and paves the way to increasing profits.

To Complete This Form; See Below:

- 1) Have your clerical staff complete the number of employees for each of the last 52 weeks in the appropriate boxes
- 2) On the upper right enter the number of employees currently on hand in the categories listed, multi-function employees enter only once
- 3) Enter your monthly sales for each of the past months for the last year
- 4) Upon completion of this form, FAX back to our office for analysis. Your results will be sent back to you by email, FAX or US Mail.
- 5) We will contact you to discuss the results after you have had time to review them. **There is no obligation on your part.**
- 6) If questions arise as to how to complete this form, please contact us.

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