

## Maine Small Business Development Centers

## Targets for Time Budgeting

Identical for all Maine SBDC @ CEI counselors (Hill, Swanson, Wirth)

<u>Activity</u>	<u>Hours</u>	<u>Report</u>
<p>A. Client Activities <sup>1</sup></p> <p>1. Direct work with client</p> <ul style="list-style-type: none"> <li>○ One-on-one consultation</li> <li>○ Preparation/research work</li> <li>○ Phone &amp; other contact</li> <li>○ Documentation</li> </ul> <p>2. Additional client contact/work</p> <p style="padding-left: 40px;">Workshop preparation, presentation, and travel</p> <p style="padding-left: 40px;">Travel for counseling</p> <p><sup>1</sup> Adjusted by Counselor</p>	<p>900</p> <p>90**</p> <p>110</p>	<p><b>Counseling</b> <i>Contact &amp; Prep</i></p> <p><b>Training</b> <i>Participation</i></p> <p><b>Counseling</b> <i>Travel</i></p>
<p>B. SBA Report Categories including approved special projects and programs</p> <p style="padding-left: 40px;">Must demonstrate meaningful engagement through text entries.</p>	300*	<b>Monthly Reporting</b> Hours not collected (1500 – 1517)
<p>C. Professional Development</p> <ul style="list-style-type: none"> <li>• Maine SBDC counselor &amp; group training</li> <li>• Individual Development Plans</li> <li>• Professional Development related travel</li> </ul>	60	<b>Monthly Reporting</b> (1519)
D. Administration of Assigned Webpages	30	<b>Monthly Reporting</b> (1530)
E. Host, Misc. Activities, Administration and Meetings, Information Transfers	400*	Hours Not collected
SUBTOTAL (Hours):	1,890	
F. Personal Benefits Personal absences as prescribed by policy (vacation, holidays, personal absence etc.)	190*	Hours Not collected
TOTAL HOURS:	2,080	

- \* Not necessary to track time.
- \*\* Plus any additional non host paid training opportunities (submit to Maine SBDC State Director for approval)