Title processor time log

Log one typical week, by category, before you decide whether to hire. One sheet per processor. Round to the nearest quarter hour.

Processor: _____ Week of: _____ Files open this week: _____

Category	Type	Mon	Tue	Wed	Thu	Fri	Total hrs
Tracking Open Schedule B-1 requirements, due dates, file status	Legwork						
Chasing Payoffs, estoppels, lender, HOA, and party follow-up	Legwork						
Data entry Re-keying figures and names between documents and systems	Legwork						
Cross-checking Payoffs and the settlement statement against source documents	Legwork						
Examination Reviewing the search and commitment	Judgment						
Curative Deciding how to resolve title issues	Judgment						
Client communication Calls and emails that need a person's judgment	Judgment						
Other _____							
Total							

At the end of the week

- ☐ Legwork hours (tracking + chasing + data entry + cross-checking): _____ of _____ total hours = _____ %
- ☐ Judgment hours (examination + curative + client communication): _____
- ☐ Which legwork category took the most time, and on which kinds of files?
  _____
- ☐ If a processor were out for a week, which files would stall because their status lives only in that person's head? _____

The legwork rows are the work that software can take a first pass at, with a person reviewing every flag. The judgment rows stay with your licensed team. Compare one honest week against what a new hire would cost before you decide.

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