

### Balancing Personal Roles and Priorities

With your calendar in hand, list all the activities you were involved in during the last 30 days according to the role that best defines each activity. List the amount of time each activity took, and evaluate your effectiveness on a scale of 1 to 5.

Role	Activities	Time	Effectiveness				
			low				high
	•		1	2	3	4	5
	•		1	2	3	4	5
	•		1	2	3	4	5
	•		1	2	3	4	5
	•		1	2	3	4	5
	•		1	2	3	4	5
	•		1	2	3	4	5
	•		1	2	3	4	5
	•		1	2	3	4	5
	•		1	2	3	4	5
<i>Total time given to role:</i>							
	•		1	2	3	4	5
	•		1	2	3	4	5
	•		1	2	3	4	5
	•		1	2	3	4	5
	•		1	2	3	4	5
	•		1	2	3	4	5
	•		1	2	3	4	5
	•		1	2	3	4	5
	•		1	2	3	4	5
	•		1	2	3	4	5
<i>Total time given to role:</i>							
	•		1	2	3	4	5
	•		1	2	3	4	5
	•		1	2	3	4	5
	•		1	2	3	4	5
	•		1	2	3	4	5
	•		1	2	3	4	5
	•		1	2	3	4	5
	•		1	2	3	4	5
	•		1	2	3	4	5
	•		1	2	3	4	5
<i>Total time given to role:</i>							

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	<i>Total time given to role:</i>						
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	•		1	2	3	4	5
	•		1	2	3	4	5
	•		1	2	3	4	5
	•		1	2	3	4	5
	•		1	2	3	4	5
	<i>Total time given to role:</i>						

**Reflection**

1. What role(s) do you need to invest more time in?
2. Cross out activities you could delete and no one would notice.
3. Cross out activities you could delegate effectively and list the activity below with the name of the person you can delegate it to.

✓ when delegated	Activity	I can delegate to:	Target date
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____