

Assessing My Week - DAY # _____		
Leadership (Projects, Goals, Action Assignments for Team(s), Mentoring/Coaching – making improvements)	Management (Managing the Day-to-Day Operations – maintaining the current operations/Status Quo, includes scheduling, payroll, “firefighting”, etc.)	Staff (Front line employee job tasks – e.g., patient care)



DAILY REFLECTION - DAY # _____

Total hours worked today: _____

How much time was devoted to:

- Leadership (moving the organization forward): _____
- Management (tending to day-to-day operations): _____
- Staffing (performing front line employee duties): _____

How did you feel about what you accomplished in this day?

Upon reflection, what could have been done differently to:

1. Decrease the time spent performing front line staff duties?
2. Empower/equip employees to manage day-to-day operations?
3. Free up time to devote to leadership responsibilities?

WEEKLY REFLECTION

Total hours worked this week: _____

How much time this week was devoted to:

- Leadership (moving the organization forward): _____ (____%)
- Management (tending to day-to-day operations): _____ (____%)
- Staffing (performing front line employee duties): _____ (____%)

How did you feel about what you accomplished in this week?

Upon reflection upon the trends identified throughout the week, consider one thing to:

1. Decrease the time spent performing front line staff duties:
2. Empower/equip employees to manage day-to-day operations:
3. Free up time to devote to leadership responsibilities: