

## WRITE YOUR OWN JOB DESCRIPTION

What are the TOP 3 THINGS that are the most important for you to accomplish each week:

- 1.
- 2.
- 3.

What are the NEXT 3 PRIORITIES you need to focus on each week?

- 1.
- 2.
- 3.

What are the NEXT 3 THINGS you should look at every other week?

- 1.
- 2.
- 3.

What important tasks should you delegate to someone else to oversee?

- 1.
- 2.
- 3.

What should be given annual attention?

1. \_\_\_\_\_

During what month(s)? \_\_\_\_\_

2. \_\_\_\_\_

During what month(s)? \_\_\_\_\_

3. \_\_\_\_\_

During what month(s)? \_\_\_\_\_

What areas of responsibility need help?

- 1.
- 2.
- 3.