

Clarify Roles

When and With Whom Might You Use This Tool?

Use this tool with your manager to clarify your understanding of which roles deserve most time and effort.

As a leader, use this tool to help your direct reports understand the importance of each of their roles in the organization and to plan their allocation of time accordingly.

How to Use It

1. List your primary roles (up to four).
2. Rank your roles in terms of importance to the organization.
3. Determine your current allocation of time in each role.
4. Discuss and revise your roles with your manager as needed.
5. Reach agreement on the importance of each role relative to the other roles and determine where you should be allocating your time. Ask:
 - Does the amount of time I spend in each role correspond with the importance of each role?
 - Do I notice anything that suggests changes I need to make, either in my own roles or for my reports?
 - Am I using my time where it is most needed? Are my reports using their time where it is most needed?

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	List Roles	Rank Order	% Time	Necessary Adjustments
Role 1				
Role 1				
Role 1				
Role 1				