

## TIME EXERCISE

*Where do you spend your time each week?*

How many hours per week do you spend in unproductive meetings?	
How many hours per week do you spend handling interdepartmental issues?	
How many hours per week do you spend dealing with low performers?	
How many hours per week do you spend handling customer complaints?	
How many hours per week do you spend handling tool and equipment issues?	
<b>▼ Total hours in one week:</b>	

How many hours per week do you spend in productive meetings?	
How many hours per week do you spend on reward and recognition of staff?	
How many hours per week do you spend on development of staff?	
How many hours per week do you spend improving processes?	
<b>▼ Total hours in one week:</b>	