**EXERCISE TEMPLATE - MY OWN LEADERSHIP AGENDA**

1. Put yourself in situation, on a normal workday if possible take your last day at the office or the next day you are at the office (take 2 or 3 hours from that day).
2. Think about and take note of the types of tasks/activities you did (telephone calls, emails, meetings, writing, breaks, interruptions, etc.). Try to add the time you dedicated to each of these tasks/activities and the topic that was dealt with (money, human resources, planning, etc.).

**Note**: You are offered some examples bellow to guide you.

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| **Time** | **Activity** | **Topics discussed** | **Duration** | **Interruptions** |
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| 11:00 | Start a meeting with employee | Firing someone from the team | 5 minutes | Yes |
| 11:05 | Receive an important call from a superior | Calling a meeting for next week | 10 min | No |
| 11:15 | Resume meeting | Firing someone from the team | 15 min | No |
| 11:30 | Start answering emails | Budget constraints for a project | 2 min | Yes |
| 11:32 | Secretary ask to see agenda | Reviewing the upcoming weeks / vacations | 5 min | Yes |
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