

Your Role in Your Business

This form will help you to identify your role in your business. This is a worthwhile exercise because it requires you to reflect on the many duties, responsibilities, and tasks you perform regularly. As the head of your company, *defining* your role is the first step to *controlling* your role. There are some tasks that you will inevitably like to delegate, while others you might want to develop and expand. Please bring five copies to our meeting to share with other members.

Webster Dictionary defines **role** as:

- 1) A character assigned or assumed
- 2) A socially expected behavior pattern, usually determined by an individual's status in a particular society
- 3) B.V. – Duties routinely performed to accomplish your goals

Keep your financial, operational, personnel, maintenance, computer guru, housekeeper, vision creator, leader, filer, and supreme commander responsibilities in front of you when you make your list. It can be refined later, but right now we are just seeking the many, many tasks you perform. Assume a 200-hour month.

Task Description	Priority	Hours Per Month	Comments

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