

THE NATURE OF LEADERSHIP WORK - EXERCISE

YOUR OWN LEADERSHIP AGENDA

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).

Think about and take note of the types of tasks/activities you did (telephone calls, emails, meetings, writing, breaks, interruptions, etc.). Try to estimate the time you dedicated to each of these activities and the topic that was dealt with (money, human resources, planning, etc.). The below table is an example. You can find an empty template in the additional documents section.

Time	Activity	Topic	Duration
11:00	Started meeting with employee	Firing someone	5 min
11:05	Received an urgent call from a superior	Calling a meeting	10 min
11:15	Resumed meeting	Firing someone	15 min

- How many different activities were you able to detect during these 3 hours?
- What are the key topics you feel have taken more space in the agenda?
- On average how long does each activity last for you?
- What were your feelings after that time? (stress, energy, boredom, etc.)

FROM REFLECTION TO ACTION

Find someone you trust to share with them your insights as you examine the reality of your work. Ask them to do the same exercise. What similarities and differences do you find as they share their own experience?

ADDITIONAL EXERCISES

In the “Additional Documents” you will find an exercise called “A Day in the Life of...”