

WORKSHEET

Fill out the sections below for our talk today

BIO

Position Title	
Three Skills that you excel at	
Education level	
Professional certifications or licenses	

SERVICES

Services you provide	
Time per week you spend on work activities	
Top two things you do for the program that no one else can do	

AVAILABILITY

Hours per week you are available for work related responsibilities	
You typical response time to these responsibilities	
Do you work from home when you are off	

WHAT ROLES DO YOU FEEL YOU FILL FOR YOUR PROGRAM

For example I hear a lot of us talk about being the mom or dad, or the workhorse of the program, etc.	
---	--

