

How do you spend your time?

	% of time spent	% of time you would like to spend
1. Face-to face meetings	_____	_____
2. Advising/helping students	_____	_____
3. Pursuing ideas to move your department forward	_____	_____
4. Doing paperwork	_____	_____
5. Engaging in professional development	_____	_____
6. Strategizing to shape change	_____	_____