ACTIVITY INVENTORY

Make a List of ALL the Stuff You Do In Your Role During a Typical Quarter, Month, Week & Day

COO ALLIANCE

NAME_____ DATE_____

TASKS	I	C	E	U	$/HOUR	S/D/O
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KEY

I = Incompetent
C = Competent
E = Excellent
U = Unique Ability
$/Hr = Hourly Wage
S, D or O = Stop, Delegate or Outsource