

Analysing a senior level job for flexible working

List key tasks/ responsibilities	% of time this activity takes	Contribution to objectives			Time dependent (when)?	Location dependent (where)?	Can be delegated? To whom?
		High	Med	Low			
1.							
2.							
3.							
4.							
5.							

Instructions:

1. List the key tasks contained in your job description or agreed with your manager. For each in turn consider:
 - A. How much of your time is taken up by this activity?
 - B. How important is this activity to achieving your key objectives? If low importance can you reduce the amount of time you spend on this activity? How?
 - C. Is the activity time dependent? If so on what cycle? (e.g. daily, weekly, monthly etc)
 - D. Is the activity location dependent??
 - E. Can the activity be delegated (don't worry if you do not currently have anyone to delegate to, it may provide a development opportunity for one of your direct reports) or can it be eliminated altogether?

When you have completed your analysis, consider:

2. Can you arrange your working hours to be more flexible?
3. Can you carry out part of your work at home or other location and reduce your travel time?
4. What can be delegated? Could this provide learning/development opportunities for your direct reports if you are not in the office some of the time?
5. Are there any other ways in which your work can be re-structured to allow you to work smarter?
6. Do you have any training needs to help you work smarter? e.g. time management? effective delegation? etc.