Chapter	1
Activity name	Where do I put my attention
Version	1.0
Activity Objective	The following table will help you think about where you put your attention and which roles take most of your time. This set of high-level roles is common across SMEs

Activity Instructions

Use this table to determine what percentage of time you put into each of these roles throughout a work year. It is common for SME Owner- Leaders to underestimate the need for organisation leaders and effective team leaders to get what they want. This exercise helps you reflect and ponder where you put your effort and where you want to put your effort.

Activity Hints:

The following may help with categorising your work.

1. Typical work of an Owner/Director.
    a. Forming and maintaining vision.
    b. Establishing a shareholder's agreement.
    c. Managing working capital.
    d. Assessing remuneration models and decisions.
    e. Making profits allocation decisions.
    f. Capital planning.
2. Typical work of Organisation Leader
    a. Defining the long-term goals.
    b. Setting the strategy to achieve the goals.
    c. Designing solutions in service of that strategy.
    d. Working out how to organize the business.
    e. Setting and maintaining the culture.



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Role	Description	Attention %	Note
Owner	A person who has the decision rights for capital and vision.		
Director	A person who has the fiduciary responsibilities of the business in the jurisdiction the business was incorporated in.		
Organisation Leader	This person is responsible for: • formulating and implementing business strategy • ensuring the cultural health of the organisation • systematising the business.		
Team Leader	A person who leads a team to deliver defined accountabilities.		
Technician	A team member who delivers on the work of the team in a specific role.		
		100%	

