

1. Please list the highest value added responsibilities and day to day activities in your current role.

List items in any order, drawing on performance goals and job description

2. Prioritize your higher value added responsibilities and day to day activities.

Prioritize these responsibilities and day to day activities. If numerous, cluster A-B-C priorities and number sub-items.

3. Brainstorm possible lower-value responsibilities and day to day activities.

Consider activities such as: little used reports or presentations, unexamined habitual activity; unclear delegation, duplication; avoidable meetings, etc.; unproductive task force activity)

4. Prioritize your lower-value responsibilities and day to day activities.

Prioritize these responsibilities and day to day activities. If numerous, cluster A-B-C priorities and number sub-items.

5. Assign approximate time per month spent on all responsibilities and activities

Provide approximate times for at least the key responsibilities and day to day activities

6. Draft Ideal Position Design (including estimated time to complete each responsibility and day to day activity).

Starting with the reduction of lower value responsibilities and day to day activities, develop a revised outline that can be done within the reduced schedule option.

7. Recommend any work to be considered by your manager for delegation to other associates in the group.

Understanding that only your manager can delegate work, describe any suggested delegations

If you submit a version of this form as part of your overall proposal, you should seek to have a version of the statement and signatures below included in that document.

I understand we will evaluate my positional design on a regular basis and at least after three and six months from the start of this arrangement. I understand my role and my participation in a work redesign program is one of employment at will. This simply means that I and the Company have the right to terminate the employment relationship at any time and for any reason. My request to modify full-time status will not lead to any retaliation or adverse treatment.

Associate Signature

Date

Manager Signature

Date