LEADING FROM A DISTANCE: INDIVIDUAL PROJECT INVENTORY

Date:
Employee Name:

Use this tool to list the projects you are working on, the percentage of your time you estimate this project takes, how much time you think the project will take to complete (if not ongoing), the priority level you would assign it, and whether this task requires your particular involvement. Keep your strengths in mind when determining this last part.

Project	Estimated % of your FTE to Complete	Time to Complete/ Ongoing	Priority Level (1 -10) *1 = low importance, 10 = critical*	Does this project REQUIRE your involvement?

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