

# A Pretty Smart Guide to Responsibility Mapping

## My Company

My Company's Objective: \_\_\_\_\_

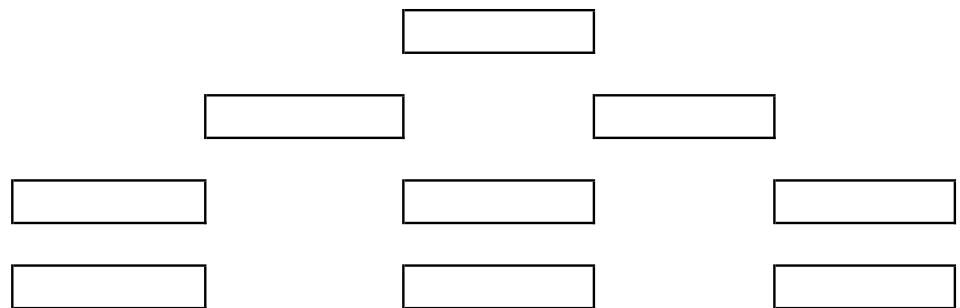
My Company's Goals: a) \_\_\_\_\_  
b) \_\_\_\_\_  
c) \_\_\_\_\_

## My Team

My Team's Objective: \_\_\_\_\_

My Team's Goals: a) \_\_\_\_\_  
b) \_\_\_\_\_  
c) \_\_\_\_\_

My Team's Structure:



## Me

My Responsibilities: a) \_\_\_\_\_  
b) \_\_\_\_\_  
c) \_\_\_\_\_

My Goals: a) \_\_\_\_\_  
b) \_\_\_\_\_  
c) \_\_\_\_\_  
d) \_\_\_\_\_

My Structure:

### Leverage Options

Goal	Person	Why?	Technology	Why?
a)				
b)				
c)				
d)				

### Time-Boxed Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
9am - 10am					
10am - 11am					
11am - 12pm					
12pm - 1pm					
1pm - 2pm					
2pm - 3pm					
3pm - 4pm					
4pm - 5pm					

### Metrics (How do I know if I'm achieving my goals?)

Goal	Metric 1	Metric 2
a)		
b)		
c)		
d)		