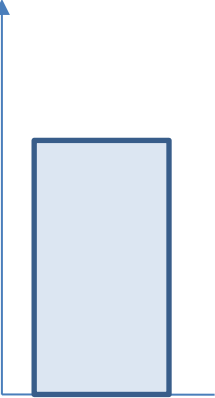
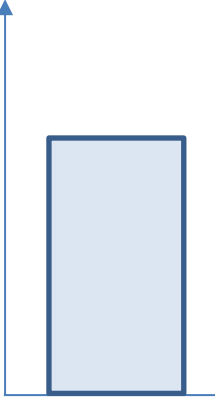


EXECUTIVE OFFICE SUPPORT MATRIX

Instructions:

- complete the 'description' column with notes on how you feel you or your executive team achieve these descriptions in your work at present (time element has a graphical prompt, then space for notes)
- then, ascribe a score to each of these, stating how happy you are with that situation: 1 if you are very unhappy, 5 if you are very happy;
- lastly, use the last column – either personally or in conjunction with your executive team – to record the ways in which your office could help you with the items where you have recorded a low score.

Area	Description	How content are you at present? (1-5)	How can your executive office help you increase your contentedness?
Activities	Which activities make me feel “at my best”		
	Which activities do I find stressful?		

Time	<p>How am I spending my time?</p> <p>Working In / Across/ Out (divide the column)</p>  <p>Step back/ thinking (add this on top)</p> 		
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<p>Information flow</p>	<p>A. Do you know how you prefer to absorb information? Does your team know this?</p> <p>B. Between you and the executive office</p> <p>C. Between the executive office and others</p>		
<p>Trust/ Delegation</p>	<p>How would you characterize the level of trust between you and your executive team?</p> <p>How far would they say you delegate to them?</p>		

Relationships	You to Executive Office		
	Executive Office relationship to organization		
	Executive Office relationship to partners outside organization		