POSITION MATRIX STEP 1 – To begin completing a Position Matrix™ think about the following questions:

1. What are the essential functions (Macro Activities) you perform?

2. What Tools & Processes do you use to complete each one of your Macro Activities?

In the spaces provided list the three to five essential functions (Macro Activities) you perform in your current position. To help you understand what Macro Activities are, a list of examples has been included. Use Active Verb and Noun combinations, to describe your Macro Activities. Also, include a Percent of Time figure for the time you devote to each Macro Activity. (The Percents of Time must add up to 100). A Tools & Processes Checklist is attached for your reference.

FIRST NAME **MI** **LAST NAME**

CURRENT POSITION

EXAMPLE MACRO ACTIVITIES

Plan Projects	Perform Accounting Activi-
Fabricate Parts	Identify Market Trends
Handle Legal Issues	Manage Sales
Build Doors	Review Inventory
Insure Department Coordina-	Prepare Lectures
Develop Training Program	Load Delivery Trucks

EXAMPLE TOOLS & PROCESSES

Procedure Manual	Technical Support
Personal Computer	Automobile
Drill Press	Customer Database
Vacuum Cleaner	Accounting Department
Bill of Materials	Vendor Report
Meetings	Telephone

MACRO ACTIVITY 1 **(Active Verb)**

% of Time Performing this Activity %

(Noun Phrase - Separate words with an empty box)

TOOLS & PROCESSES

MACRO ACTIVITY 2 **(Active Verb)**

% of Time Performing this Activity %

(Noun Phrase - Separate words with an empty box)

TOOLS & PROCESSES

MACRO ACTIVITY 3

(Active Verb)

% of Time Performing this Activity

%

(Noun Phrase - Separate words with an empty box)

TOOLS & PROCESSES

MACRO ACTIVITY 4

(Active Verb)

% of Time Performing this Activity

%

(Noun Phrase - Separate words with an empty box)

TOOLS & PROCESSES

MACRO ACTIVITY 5

(Active Verb)

% of Time Performing this Activity

%

(Noun Phrase - Separate words with an empty box)

TOOLS & PROCESSES