

TEAM MEMBER VS TEAM LEADER

Team Member	Team Leader
Scheduling appointments	Visioning, strategizing and goal setting
Dealing with clients	Giving regular feedback to staff
Paying bills	Finding great new staff for your team
Researching	Disciplining and firing people
Caring for facilities	Training/coaching people
Dealing with I.T. issues	Mediating disputes/managing conflict
Writing emails	Facilitating meetings
Attending meetings	Staying on track using budget numbers
Counting inventory	Listening to staff and noticing issues
Controlling quality	Connecting with key clients

RECORD YOUR REAL TIME 'TEAM LEADER' ACTIVITIES IN THESE BOXES:

Don't mind doing it, good at it	Love doing it, great at it
Don't love doing it, bad at it	Don't love doing it, good at it

