ABW Workshop / Atelier MTAA

WORK SHEET / FEUILLE DE TRAVAIL

# Analysis of your WORK ACTIVITies / Analyse de vos ACTIVITÉs de travail

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. List your work activities by day **or** use your 5-day calendar you brought with you and identify if you have done your activity individually or in collaboration. 2. Calculate the number of hours per day (INDIVIDUAL vs COLLABORATION). | | | | | | 1. Faites la liste de vos activités de travail **ou** utilisez la copie de votre agenda de 5 jours que vous avez apportée et identifiez si vous avez effectué chacune des activités individuellement ou en collaboration. 2. Calculez le nombre d’heure par jour (INDIVIDUEL vs COLLABORATION). | | | | | |
|  | **Monday/Lundi** | | **Tuesday/Mardi** | | **Wednesday/Mercredi** | | | **Thursday/Jeudi** | | **Friday/Vendredi** | |
| **A.M.** | *example / exemple :*   * Meeting with HR to develop rating guide / Rencontre avec RH pour élaborer guide de cotation – 2h | |  | |  | | |  | |  | |
| **P.M.** |  | |  | |  | | |  | |  | |
|  | ***Indivdual***  ***Individuel*** | ***Collaborative***  ***Collaboratif*** | ***Indivdual***  ***Individuel*** | ***Collaborative***  ***Collaboratif*** | ***Indivdual***  ***Individuel*** | | ***Collaborative***  ***Collaboratif*** | ***Indivdual***  ***Individuel*** | ***Collaborative***  ***Collaboratif*** | ***Indivdual***  ***Individuel*** | ***Collaborative***  ***Collaboratif*** |
| **#**  **hours/**  **heures**  **=**  **Total 37.5h** |  |  |  |  |  | |  |  |  |  |  |