

JANUARY 2023

ENGLAND ATHLETICS CLUB WORKSHEET: EFFECTIVE CLUB COMMITTEES

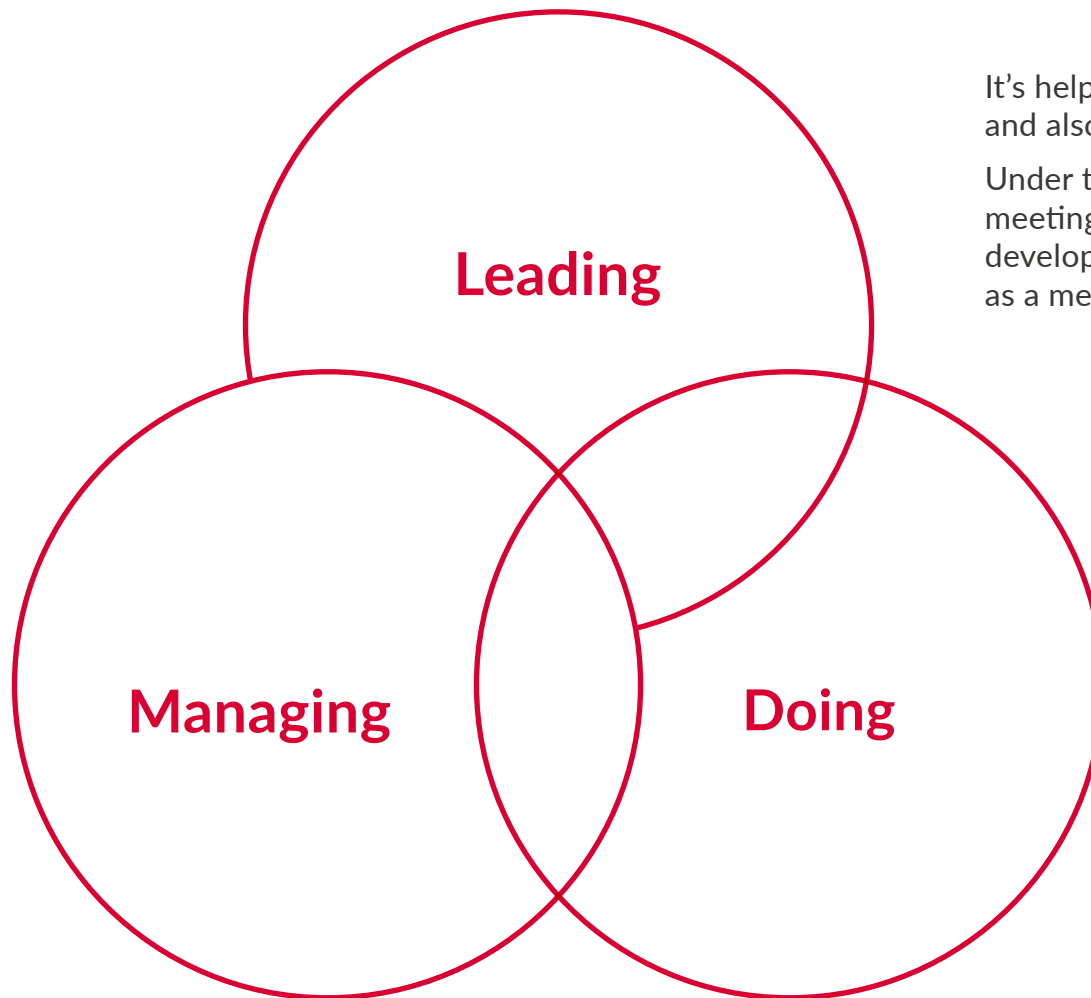
LEADING, MANAGING AND DOING

in partnership with Annie's Training Company



LEADING, MANAGING AND DOING

Introduction: A really helpful activity when you are in a leadership or management capacity is to think about some of the tasks or activities that you are undertaking in relation to the three headings in the circles; Leading, Managing and Doing.



It's helpful to ensure you are spending your time productively and also to identify where you might need extra support.

Under the heading of "Leading" you might be chairing external meetings, you might be identifying opportunities for club development, perhaps you are generating new ideas or acting as a mentor to new members at your club.

Take a moment now to write down the key activities that you consider to be 'leadership' activities.

Now do the same for the tasks or activities that you would consider to fall under the "Managing" heading. Perhaps you are running events, recruiting or inducting new volunteers? Add your activities here:

What are the activities you do that would fall under the "Doing" heading? This could be getting kit ready, marshalling or officiating, planning routes or delivering sessions. What do you see as your 'doing' activities?

Once you have identified the tasks and activities you undertake for each heading, assign a percentage split. How much of your time is spent on leading, managing and finally doing activities?

Add those percentages here:

Heading	Percentage
Leading	
Managing	
Doing	

What would your ideal percentage split be?

Heading	Percentage
Leading	
Managing	
Doing	

What is a micro-change you could implement today to help you move towards your ideal split? If you are happy with the percentage split – make a note as to what you need to do to maintain this percentage split.



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