

EXECUTIVE DAILY ACTIVITIES - OVERVIEW

PLANNED AGENDA

Monday - Planned Agenda

On Monday, at what time will the Executive START working? Please consider all work-related activities (e.g. calls from home, breakfast meetings).

On Monday, at what time will the Executive FINISH working? Please consider all work-related activities (e.g. calls from home, dinner meetings).

Please enter all activities lasting more than 15 minutes for Monday.
You can report up to 15 activities if necessary.

Activity 1:	<input type="text"/>
Activity 2:	<input type="text"/>
Activity 3:	<input type="text"/>
Activity 4:	<input type="text"/>
Activity 5:	<input type="text"/>
Activity 6:	<input type="text"/>
Activity 7:	<input type="text"/>
Activity 8:	<input type="text"/>
Activity 9:	<input type="text"/>
Activity 10:	<input type="text"/>
Activity 11:	<input type="text"/>
Activity 12:	<input type="text"/>
Activity 13:	<input type="text"/>
Activity 14:	<input type="text"/>
Activity 15:	<input type="text"/>

Start Time:	End Time:	Has this activity taken place? Verify in the actual agenda
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
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Checked by supervisor?

ACTUAL AGENDA

Monday

On Monday, at what time did the Executive START working? Please consider all work-related activities (e.g. calls from home, breakfast meetings).

On Monday, at what time did the Executive FINISH working? Please consider all work-related activities (e.g. calls from home, dinner meetings).

Please enter all activities lasting more than 15 minutes for Monday.
You can report up to 15 activities if necessary.

Activity 1:	<input type="text"/>
Activity 2:	<input type="text"/>
Activity 3:	<input type="text"/>
Activity 4:	<input type="text"/>
Activity 5:	<input type="text"/>
Activity 6:	<input type="text"/>
Activity 7:	<input type="text"/>
Activity 8:	<input type="text"/>
Activity 9:	<input type="text"/>
Activity 10:	<input type="text"/>
Activity 11:	<input type="text"/>
Activity 12:	<input type="text"/>
Activity 13:	<input type="text"/>
Activity 14:	<input type="text"/>
Activity 15:	<input type="text"/>

Start Time:	End Time:
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<input type="text"/>	<input type="text"/>

Checked by supervisor?

EXECUTIVE DAILY ACTIVITIES - DETAILS

Activity 1:

Type

When was the activity scheduled in agenda?

If unscheduled, was the activity undertaken due to an emergency?

Did the activity take place inside the firm and/or HQ?

Where did the activity take place, relative to HQ?

How many people were present at the activity, excluding the Executive?

Who participated in the activity, excluding the Executive? (check all that apply)

People employed by firm INSIDERS

People not employed by firm OUTSIDERS

What type of INSIDERS participated in the activity? (i.e. people employed by the firm)

Finance

Marketing/Communication

Production/Logistics

Strategy

Human Resources

Business Unit Directors

Others

If "Others", specify:

What type of OUTSIDERS participated in the activity? (i.e. people NOT employed by the firm)

Clients

Suppliers

Banks

Investors

Lawyers

Management Consultants

Politicians

Government Officials

Journalists

Unions

Competitors

Others

If "Others", specify:

Question	Possible answers
Type of Activity	Business Meal Conference Call Email Meeting Personal/Family Phone Call Public Event Travelling Video Conference Working Alone Work-related Leisure Other
When was the activity scheduled in agenda?	Don't know; Unscheduled; Less than 1 week ago; 2-3 weeks ago; 4 or more weeks ago
If unscheduled, was the activity undertaken due to an emergency?	Yes/No
Did the activity take place inside the firm and/or HQ?	Inside firm - at HQ; Inside firm - not at HQ; Outside firm
Where did the activity take place, relative to the HQ?	Same state; Different state; Different country
How many people were present at the activity, excluding the Executive?	0; 1; 2; 3; 4; 5; 6; 7; 8; 9; 10 or more
Who participated in the activity, excluding the Executive?	Insiders AND/OR Outsiders
What type of INSIDERS participated in the activity?	Finance Marketing/ Communication Production/Logistics Strategy Human Resources Business Unit Directors Others: Legal Others: R&D Others: Board Others
What type of OUTSIDERS participated in the activity?	Clients Suppliers Banks Investors Lawyers Management Consultants Politicians Government Officials Journalists Unions Competitors Others: Other Firms Others

EXECUTIVE CHARACTERISTICS

Survey ID	<input type="text"/>	Executive's first name	<input type="text"/>
Interviewer	<input type="text"/>	Executive's last name	<input type="text"/>
Scheduler	<input type="text"/>	Executive's Email	<input type="text"/>
Start Date (Day, Month, Year)	<input type="text"/>	Executive's Phone Number	<input type="text"/>
End Date (Day, Month, Year)	<input type="text"/>	Executive's Gender	<input type="text"/>

Executive Characteristics

What is the current position of the Executive in the company (e.g. CEO, COO, etc.)?

Please provide the following information about the Executive.

Nationality

When did the Executive start working for the company (year)?

When did the Executive assume the current position within the company (year)?

Does the CEO serve as CEO of another company? If No, enter 0. If yes, how many?

Does the CEO serve on the board of other companies? If No, enter 0. If yes, how many?

What is the highest level of education completed by the Executive?

Other professional degrees:

Has the Executive ever studied or worked abroad?

If "yes", for how many months has the Executive studied or worked abroad?

What is the age of the Executive (in years)?

Question	Possible answers
What is the current position of the Executive in the company?	Free Text
Nationality	Free Text
When did the Executive start working for the company (year)?	Free Text
When did the Executive assume the current position within the company (year)?	Free Text
Does the CEO serve as CEO of another company? If No, enter 0. If yes, how many?	Free Text
many?	Free Text
What is the highest level of education completed by the Executive?	Some high school; High school diploma; Some college; Undergraduate degree (e.g. BS or BA); Some graduate school; Master's degree (e.g. MBA); Ph.D.; Other graduate degree (e.g. JD or MD)
Other professional degrees:	Free Text
Has the Executive ever studied or worked abroad?	Yes; No
if yes, for how many months has the Executive studied or worked abroad?	less than 6; 6 - 12; 13 - 18; 19 - 36; more than 36
What is the age of the Executive (in years)?	Under 30; 30 - 34; 35 - 39; 40 - 44; 45 - 49; 50 - 54; 55 - 59; 60 - 64; 65 or more

FIRM CHARACTERISTICS

Firm Characteristics
Please provide the following information about the Executive's firm.

How many managers report DIRECTLY to the Executive?	<input type="text"/>	Who owns the firm?	<input type="text"/>
What are the roles of director reports?	<input type="text"/>	If the firm is family or founder-owned:	
Which positions report DIRECTLY to the CEO? Check if "yes".		Is the Executive a member of the owning family?	<input type="text"/>
	Does this position exist?	Does this person report directly to the Executive?	
Chief Financial Officer (CFO)	<input type="checkbox"/>	<input type="checkbox"/>	
Human Resources	<input type="checkbox"/>	<input type="checkbox"/>	
General Counsel (Legal)	<input type="checkbox"/>	<input type="checkbox"/>	
Chief Information Officer (CIO)	<input type="checkbox"/>	<input type="checkbox"/>	
Strategic Planning	<input type="checkbox"/>	<input type="checkbox"/>	
Public Relations	<input type="checkbox"/>	<input type="checkbox"/>	
Chief Operations Officer (COO)	<input type="checkbox"/>	<input type="checkbox"/>	
Chief Administrative Officer (CAO)	<input type="checkbox"/>	<input type="checkbox"/>	
Business Unit Directors	<input type="checkbox"/>	<input type="checkbox"/>	
Others (please type verbatim):		No. of SONS	<input type="text"/>
<input type="text"/>		No. of SONS in management	<input type="text"/>
<input type="text"/>		No. of DAUGHTERS	<input type="text"/>
<input type="text"/>		No. of DAUGHTERS in management	<input type="text"/>
<input type="text"/>		When was the company founded (year)?	<input type="text"/>
<input type="text"/>		Does the firm own any domestic and/or international subsidiaries?	<input type="text"/>
<input type="text"/>		Is the firm a subsidiary of a parent organization?	<input type="text"/>
<input type="text"/>		<i>If "yes", please provide the following information about the parent organization.</i>	
<input type="text"/>		Name of parent organization	<input type="text"/>
<input type="text"/>		Country of incorporation of parent organization	<input type="text"/>
<input type="text"/>		Does the firm export?	<input type="text"/>
<input type="text"/>		Is the firm listed?	<input type="text"/>

Question	Possible answers
How many managers report DIRECTLY to the Executive?	Free Text
What are the roles of direct reports?	General, Functional
Which positions report DIRECTLY to the CEO? Check if position exists and top person reports directly to the CEO	Chief Financial Officer (CFO)
	Human Resources
	General Counsel (Legal)
	Chief Information Officer (CIO)
	Strategic Planning
	Public Relations
	Chief Operations Officer (COO)
	Chief Administrative Officer (CAO)
Business Unit Director	
Who owns the firm?	Dispersed shareholder; Family (2nd Generation onwards); Founder; Government; Managers; Private Equity; Private Individuals
If the firm is family/founder-owned, is the Executive a member of the owning family?	Yes;No
If the firm is family/founder-owned, number of sons?	Free Text
If the firm is family/founder-owned, number of daughters?	Free Text
If the firm is family/founder-owned, number of sons in management?	Free Text
If the firm is family/founder-owned, number of daughters in management?	Free Text
When was the company founded (year)?	Free Text
Does the firm own any domestic and/or international subsidiaries?	No subsidiaries; Domestic subsidiaries only; International subsidiaries only; Both domestic & international subsidiaries
In the firm a subsidiary of a parent organization?	Yes; No
If yes, name of parent org.	Free Text
country of incorporation	Free Text
Does the firm export?	Yes;No
Is the firm listed?	Yes;No

RESPONDENT CHARACTERISTICS

Respondent Characteristics

What is your current role in the company?

Please provide the following information about yourself.

When did you start working for the company (year)?

When did you assume your current position within the company (year)?

When did you start working with the executive (year)?

What is the highest level of education you have completed?

How average was this particular workweek for the Executive?
0 = not average, 5 = somewhat average, 10 = average

If less than 10 explain why:

How well did this survey accurately capture the Executive's time?
0 = this survey is not accurate at all, 5 = this survey is somewhat accurate, 10 = this survey is extremely accurate

On a 7-point scale, please rate the ease of completing this survey.

Question	Possible answers
What is your current role in the company?	Free Text
When did you start working for the company (year)?	Free Text
When did you assume your current position within the company (year)?	Free Text
When did you start working with the executive (year)?	Free Text
What is the highest level of education you have completed?	Some high school; High school diploma; Some college; Undergraduate degree (e.g. BS or BA); Some graduate school; Master's degree (e.g.MBA); Ph.D.; Other graduate degree (e.g. JD or MD)
How average was this particular workweek for the Executive? 0=not average, 5=somewhat, 10=average	0;1;2;3;4;5;6;7;8;9;10
If less than 10 explain why:	Free Text
accurate at all, 5 = this survey is somewhat accurate, 10 = this survey is extremely accurate	0;1;2;3;4;5;6;7;8;9;10
On a 7-point scale, please rate the ease of completing this survey.	Very Easy; Easy; Somewhat Easy; Neutral; Somewhat Difficult; Difficult; Very Difficult

POST- INTERVIEW

Post-Interview

		1	3	5
Respondent knowledge of the Executive's whereabouts/activities	<input type="text"/>	Little knowledge about Executive's whereabouts/ activities	Some knowledge about Executive's whereabouts/ activities	Expert knowledge about Executive's whereabouts/ activities
Respondent willingness to reveal information	<input type="text"/>	Very reluctant to provide more than basic information	Provides all basic information and some more confidential information	Totally willing to provide any information about the firm!
Respondent patience	<input type="text"/>	Little patience - wants to run the interview as quickly as possible. I felt heavy time pressure.	Some patience - willing to provide richness to answers but also time constrained. I felt moderate time pressure	Score 5: Lot of patience - willing to talk for as long as required. I felt no time pressure.
Verified data collected with Executive?	<input type="text"/>			
Estimate of time spent filling in this survey with respondent (in hours):	<input type="text"/>			

Checked by supervisor

Question	Possible answers
Respondent knowledge of the Executive's whereabouts/activities	1;2;3;4;5 Score 1: Little knowledge about Executive's whereabouts/ activities Score 3: Some knowledge about Executive's whereabouts/ activities Score 5: Expert knowledge about Executive's whereabouts/ activities
Respondent willingness to reveal information	1;2;3;4;5 Score 1: Very reluctant to provide more than basic information Score 3: Provides all basic information and some more confidential information Score 5: Totally willing to provide any information about the firm!
Respondent patience	1;2;3;4;5 Score 1: Little patience - wants to run the interview as quickly as possible. I felt heavy time pressure. Score 3: Some patience - willing to provide richness to answers but also time constrained. I felt moderate time pressure Score 5: Lot of patience - willing to talk for as long as required. I felt no time pressure.
Verified data collected with Executive?	Not checked; Partially checked; Fully checked
Estimate of time spent filling in this survey with respondent (in hours):	Free Text