**FirstName LastName’s Responsibility Summary**

*One to two sentence summary of why my job is important. This serves as the basis for my motivation to come to work every day. It also functions as a filter through which I check each of my responsibilities.*

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| **Primary Role/Category #1** | **Primary Role/Category #2** | **Primary Role/Category #3** |
| **ONGOING RESPONSIBILITIES**   * Responsibility 1 * Responsibility 2 * Responsibility 3 * Responsibility 4 * Responsibility 5 * Responsibility 6 | **ONGOING RESPONSIBILITIES**   * Responsibility 1 * Responsibility 2 * Responsibility 3 * Responsibility 4 * Responsibility 5 * Responsibility 6 | **ONGOING RESPONSIBILITIES**   * Responsibility 1 * Responsibility 2 * Responsibility 3 * Responsibility 4 * Responsibility 5 * Responsibility 6 |
| **CURRENT PROJECTS**   * Responsibility 1 * Responsibility 2 * Responsibility 3 * Responsibility 4 * Responsibility 5 * Responsibility 6 | **CURRENT PROJECTS**   * Responsibility 1 * Responsibility 2 * Responsibility 3 * Responsibility 4 * Responsibility 5 * Responsibility 6 | **CURRENT PROJECTS**   * Responsibility 1 * Responsibility 2 * Responsibility 3 * Responsibility 4 * Responsibility 5 * Responsibility 6 |
| **FUTURE PROJECTS**   * Responsibility 1 * Responsibility 2 * Responsibility 3 * Responsibility 4 * Responsibility 5 * Responsibility 6 | **FUTURE PROJECTS**   * Responsibility 1 * Responsibility 2 * Responsibility 3 * Responsibility 4 * Responsibility 5 * Responsibility 6 | **FUTURE PROJECTS**   * Responsibility 1 * Responsibility 2 * Responsibility 3 * Responsibility 4 * Responsibility 5 * Responsibility 6 |