



Inspirational Readiness Checklist – Leader Assessment

Note: The purpose of an Inspirational Readiness Checklist is to assess where you as a leader measure in readiness for executing to the next level and / or to define if there may be issues or concerns to address. The assessment and results does not force you to not move forward, but it allows for additional steps, training, and resources to be added so the development needed is addressed and improvement is built into the plan allowing for ultimate success being achieved. This checklist is to be completed by the leader of the team and it is their assessment. An additional assessment by the leaders peer or supervisor is an additional gauge and tool, as well as some executed by team members.

Items to as and assess for an Inspirational Readiness Checklist – Assessment of me as the leader:

- Do I know and understand the Company's Values & Principles?
- Does the team believe in the Mission Statement of the Company?
- Do I buy-in to the Mission of the company and understand where they play a role?
- Do I make sure the team understands the importance of the Mission Statement and its success?
- Do I believe in the Vision Statement of the Company?
- Do I make sure the team buys-in to the Vision of the company and understand where they play a role?
- Do I make sure the team understands the importance of the Vision Statement and its success?
- Do I demonstrate constantly how everything points back to our company values?
- Do I preach and teach the company vision constantly?
- Do I evaluate if our strategy and decisions point back the Company Mission?
- Do I make sure the team understands their roadmap and its purpose?
- Do I make sure the team understands the milestones built into their roadmaps?
- Do I make sure the team celebrates the milestones when achieved?
- Do I make sure the team holds each other accountable?
- Do I make sure the team pushes and pulls each other to success?
- Do I make sure the team works together in accomplishing goals and objectives?
- Do I make sure the team shares best practices and ideas?
- Do I make sure the team not allow gossip and holds each other accountable? (First Team Environment)
- Do I make sure my team communicates, effectively, proactively, and timely?
- Do I teach the team pick up the phone or speak in person after two emails on subject matter?
- Do I coach and show by example so team members will not worry each day about what could go wrong and help them be excited about what could go right?