



ATTAINMENT INC.

Helping Leaders Increase Team Focus, Commitment, Productivity

Leadership Self-Assessment

Instructions: 1) For each statement, underline the number that best describes your overall company. 1 means you have that item fully in place and functioning. 7 means nothing has been done on the item. The numbers in between reflect partial completion.

2) In the column labeled + -, put a plus (+) if you are satisfied with the rating or minus (-) if there is an opportunity for improvement. Schedule a meeting with us to discuss how these items affect your profits & to develop a plan to address them.

	Not At All Like Us	Exactly Like Us	+ -
Planning & Process Documentation			
Goal Achievement: You have written organizational, departmental and individual goals that are continually implemented each year with written, specific action plans. (This is more than financial goals.)	1 2 3 4 5 6 7		
Written Procedures and Policies: Key tasks are documented online to ensure consistency, best practice and ease in training.	1 2 3 4 5 6 7		
People Involvement and "Buy-in": Individuals at all levels of the organization are appropriately involved and committed to the development and achievement of the organizational goals.	1 2 3 4 5 6 7		
Awareness of Strengths & Development Areas:			
Maximizing Employee Strengths: You have a method to identify and maximize employee strengths.	1 2 3 4 5 6 7		
Addressing Threats and Opportunities: You are addressing the internal and external environments that may affect future growth opportunities or threats to your organization.	1 2 3 4 5 6 7		
Motivation Awareness: You and your leadership team understand what motivates your people to achieve at their highest potential.	1 2 3 4 5 6 7		
Development of People:			
Coaching for Improvement: Performance expectations are communicated in writing to every employee with monthly measurement and at least quarterly feedback and coaching.	1 2 3 4 5 6 7		
Leadership Culture: Every manager is implementing an ongoing program of leadership and productivity training and development that supports the organizational values and goals.	1 2 3 4 5 6 7		
Individual Growth: There is a development plan implemented for each employee that addresses the gaps between desired and actual performance in a timely manner.	1 2 3 4 5 6 7		
Results Management:			
Time Management: 80% of everyone's time is spent on activities that support the organization's goals.	1 2 3 4 5 6 7		
Accountability: Everyone is tracking Critical Success Factors and knows daily if they are winning. Successes are celebrated.	1 2 3 4 5 6 7		
Profitability: Revenue and profit goals are established, communicated and being achieved.	1 2 3 4 5 6 7		