

Align Yourself

Application Packet



Climb One: Lead Self



Align Yourself

Action Assignment



Alignment is perhaps one of the most important outcomes of effective leadership. And it all begins with aligning yourself. The leader that is out of alignment will have a hard time bringing others into alignment. It just doesn't work that way.

The process of creating a vision statement, can be very helpful in forming the basis for good alignment. This action assignment will help you create a vision statement. Your vision statement should become an essential part of your leadership philosophy and should serve as the central focus of your alignment as a leader.

But even with a clear vision, life's everyday challenges can pull you out of alignment. That is why it is so important to pause from time to time and realign yourself and your daily actions to what matters most:

- Your Values
- Your Strengths
- Your Key Stakeholders
- Your Organization

This action assignment will help you do that. It will walk you through three steps towards knowing yourself. After that there are a few steps you should take. One, continue to complete the rest of Five Climbs. Two, partner with a coach, preferably your manager, to help you better understand where your strengths are and what you can improve upon. And third, find a mentor. Ask someone you trust to provide you with honest and open feedback.

Let's get started on this action assignment!



Vision

part 1

Create a Vision Statement

Create a vision statement that can serve as the basis for alignment to what matters most, including your values, your strengths, your stakeholders, and your organization. Your vision statement should then become an integral part of your leadership philosophy and should align your daily actions as a leader.

The worksheet on the following page can serve as a template for creating your vision. Consider the following steps:

1. First, write a ONE-LINE PHRASE that captures the essence of your vision as a leader.
2. Second, explain WHY your one-line-phrase is so important to you. What is it that truly moves you? What words best describe your purpose and passion as a leader?
3. Third, describe your DESIRED STATE. When you think of your role as a leader, what is it that you want to see happen as a result of your leadership efforts? Describe that desired state in the present tense, as though it were actualized right now.
4. Fourth, describe how you will FEEL when you achieve the vision. What will be your PERSONAL REWARD?
5. Finally, blend your thoughts from the above steps into a concise draft statement that provides a rich description of your vision. You may want to write your vision in your LEADERSHIP PHILOSOPHY.



My vision can serve as the central focus of my alignment!

Vision

Development

Worksheet

My Thoughts on Vision

1 Write a one-line phrase that captures the essence of your vision.

2 Why is this important? What is it that truly moves you and compels you to achieve your vision? What words best describe the purpose and passion you have for your vision? What needs will be met as a result of you achieving your vision?

3 When you think about your role as a leader and the actual people that you lead, what is it that you want to see happen as a result of your leadership efforts? What will the desired state look like? What will be the key outcomes of achieving your vision?

4 What will achieving your vision mean to you personally? How will you feel? What will be the personal rewards that you hope for?

Vision

Draft

Worksheet

My Vision Statement - In Draft Form

- 5 Blend your thoughts from the earlier statements into a concise draft statement that provides a rich description of your vision.
- You may want to incorporate your vision statement into your personal LEADERSHIP PHILOSOPHY.

A large, empty rectangular area with a dashed vertical line on the left side, intended for writing a draft vision statement.

Values

part 2

Align to Your Values

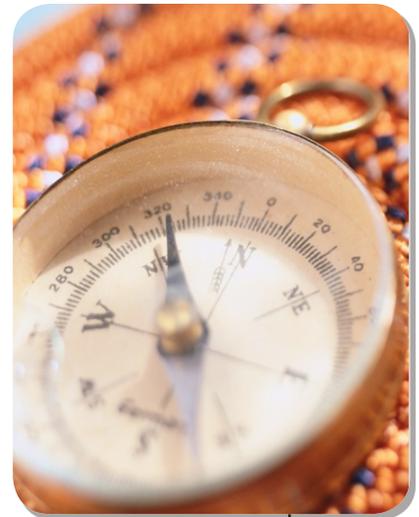
Assess how well your daily activities and decisions are aligned to your values. To what degree are your values reflected in how you lead your life?

But, like a compass, they are of little worth unless we take them out and use them. Unless we know what they are and align our daily actions and decisions to them, they are not truly the values that matter most.

Our values are like our compass. They help to point us to what matters most to us . . . it is that simple. Don't you think?

Consider these questions:

1. Do I know what my values are? Can I clearly articulate my values?
2. Are my values evident in my daily actions? Do I consider them before I act? Do I let my values guide me?
3. What can I do to align myself to my values even more?



Are my actions aligned to my values?

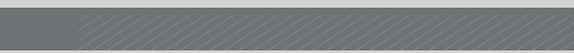
Values

Values

Alignment

Worksheet

Are my actions aligned to my values?



My Values	Are my values in alignment?	What actions will I take to align to my values more?
1	<p>H HIGH ALIGNMENT: This value is very evident in my daily actions as a leader.</p> <p>M MEDIUM ALIGNMENT: This value is somewhat evident in my daily actions as a leader.</p> <p>L LOW ALIGNMENT: This value is not very evident in my daily actions as a leader.</p>	
2	<p>H HIGH ALIGNMENT: This value is very evident in my daily actions as a leader.</p> <p>M MEDIUM ALIGNMENT: This value is somewhat evident in my daily actions as a leader.</p> <p>L LOW ALIGNMENT: This value is not very evident in my daily actions as a leader.</p>	
3	<p>H HIGH ALIGNMENT: This value is very evident in my daily actions as a leader.</p> <p>M MEDIUM ALIGNMENT: This value is somewhat evident in my daily actions as a leader.</p> <p>L LOW ALIGNMENT: This value is not very evident in my daily actions as a leader.</p>	
4	<p>H HIGH ALIGNMENT: This value is very evident in my daily actions as a leader.</p> <p>M MEDIUM ALIGNMENT: This value is somewhat evident in my daily actions as a leader.</p> <p>L LOW ALIGNMENT: This value is not very evident in my daily actions as a leader.</p>	
5	<p>H HIGH ALIGNMENT: This value is very evident in my daily actions as a leader.</p> <p>M MEDIUM ALIGNMENT: This value is somewhat evident in my daily actions as a leader.</p> <p>L LOW ALIGNMENT: This value is not very evident in my daily actions as a leader.</p>	

Strengths

part 3

Align to Your Strengths

Take a moment to see if you can examine how well you are aligned to your top strengths and then identify specific ways to align yourself even more.

Think of your strengths as those things that you are particularly good at doing, whether by natural ability or training, and that are relevant to your role as a leader.

Here are some key points about aligning to your strengths:

1. A strength is a mixture of skills, knowledge, experience, and wisdom that, when applied, enables positive results.
2. Your strengths set you apart – they are part of what makes you unique.
3. Everyone has a unique set of strengths.
4. As you align yourself to your unique strengths, you increase your effectiveness as a leader.
5. There are a multitude of ways that we can identify what our strengths truly are.
6. Seeking feedback from your trusted associates is an excellent way to clarify your strengths.



Am I aligned well to my strengths?

Strengths Alignment

Worksheet

Am I aligned well to my strengths?

My Strengths	How well am I utilizing my strengths?	What actions will I take to align to my strengths more?
1	<p><input type="radio"/> H HIGH ALIGNMENT: I use this strength regularly in my role as a leader.</p> <p><input type="radio"/> M MEDIUM ALIGNMENT: I use this strength occasionally in my role as a leader.</p> <p><input type="radio"/> L LOW ALIGNMENT: I seldom use this strength in my role as a leader.</p>	
2	<p><input type="radio"/> H HIGH ALIGNMENT: I use this strength regularly in my role as a leader.</p> <p><input type="radio"/> M MEDIUM ALIGNMENT: I use this strength occasionally in my role as a leader.</p> <p><input type="radio"/> L LOW ALIGNMENT: I seldom use this strength in my role as a leader.</p>	
3	<p><input type="radio"/> H HIGH ALIGNMENT: I use this strength regularly in my role as a leader.</p> <p><input type="radio"/> M MEDIUM ALIGNMENT: I use this strength occasionally in my role as a leader.</p> <p><input type="radio"/> L LOW ALIGNMENT: I seldom use this strength in my role as a leader.</p>	
4	<p><input type="radio"/> H HIGH ALIGNMENT: I use this strength regularly in my role as a leader.</p> <p><input type="radio"/> M MEDIUM ALIGNMENT: I use this strength occasionally in my role as a leader.</p> <p><input type="radio"/> L LOW ALIGNMENT: I seldom use this strength in my role as a leader.</p>	
5	<p><input type="radio"/> H HIGH ALIGNMENT: I use this strength regularly in my role as a leader.</p> <p><input type="radio"/> M MEDIUM ALIGNMENT: I use this strength occasionally in my role as a leader.</p> <p><input type="radio"/> L LOW ALIGNMENT: I seldom use this strength in my role as a leader.</p>	

Stakeholders

part 4

Align to Your Stakeholders

Take a moment to see if you can identify your key stakeholders and then assess how well you are aligned with each stakeholder.

A stakeholder is anyone who directly impacts, or is impacted by, what you do as a leader.

Aligning ourselves to key stakeholders means that we strive to ensure that:

- Expectations are clear
- Mutual needs are met
- Our daily actions and interactions enhance relationships – not tear them down.

Use the worksheet on the following page to complete the following steps:

1. List your top five key stakeholders. Who are they? What do they need and expect from you? What do you need and expect from them?
2. Assess how well aligned you feel you are to each key stakeholder. How well do you understand each other's priorities and expectations? How compatible are your priorities? To what extent are your daily actions in synch with the needs of your stakeholders?
3. Identify one thing you can do to better align yourself with each key stakeholder.



Am I aligned well to my stakeholders?

Stakeholders

Stakeholder Alignment

Worksheet

Am I aligned well to my stakeholders?

My Strengths

How well am I aligned to my stakeholders?

What actions will I take to align to my stakeholders more?

1

- H HIGH ALIGNMENT: Our expectations are very much in synch with each other.
- M MEDIUM ALIGNMENT: Our expectations are somewhat in synch with each other.
- L LOW ALIGNMENT: Our expectations are seldom in synch with each other.

2

- H HIGH ALIGNMENT: Our expectations are very much in synch with each other.
- M MEDIUM ALIGNMENT: Our expectations are somewhat in synch with each other.
- L LOW ALIGNMENT: Our expectations are seldom in synch with each other.

3

- H HIGH ALIGNMENT: Our expectations are very much in synch with each other.
- M MEDIUM ALIGNMENT: Our expectations are somewhat in synch with each other.
- L LOW ALIGNMENT: Our expectations are seldom in synch with each other.

4

- H HIGH ALIGNMENT: Our expectations are very much in synch with each other.
- M MEDIUM ALIGNMENT: Our expectations are somewhat in synch with each other.
- L LOW ALIGNMENT: Our expectations are seldom in synch with each other.

5

- H HIGH ALIGNMENT: Our expectations are very much in synch with each other.
- M MEDIUM ALIGNMENT: Our expectations are somewhat in synch with each other.
- L LOW ALIGNMENT: Our expectations are seldom in synch with each other.

Align to Your Organization

Take a moment to explore ways in which you can align yourself better to the organization in which you work, lead, and serve.

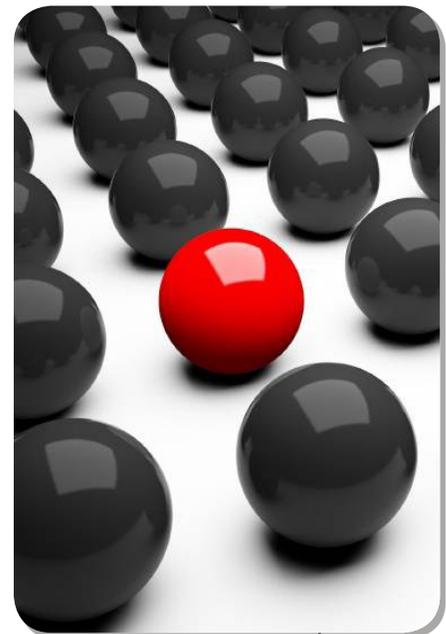
Organizational alignment occurs when everyone is moving in the same direction, with a shared sense of purpose and compatible goals.

Here are a few points to keep in mind as you focus on aligning yourself to the organization:

- Organizational alignment requires leadership.
- It requires that you be willing to submit yourself to a cause greater than yourself.
- In the end, alignment means that your daily actions and decisions are consistent with the priorities of the organization.

Use the worksheet on the following page to complete these steps:

1. Reflect on the organization's Purpose, Promise, Priorities, People, and Policies. What do they mean to you?
2. Use the scale to assess how well aligned you are to the organization's Purpose, Promise, Priorities, People, and Policies.
3. Identify one thing you can do to better align yourself to the organization's Purpose, Promise, Priorities, People, and Policies.



Am I aligned well to my organization?

Organizational Alignment

Worksheet

Am I aligned well to my organization?

My Strengths	How well am I aligned to my organization?	What actions will I take to align to my organization more?
Purpose	<p><input type="radio"/> H HIGH ALIGNMENT: The organization's purpose strongly influences my daily actions.</p> <p><input type="radio"/> M MEDIUM ALIGNMENT: The organization's purpose somewhat influences my daily actions.</p> <p><input type="radio"/> L LOW ALIGNMENT: The organization's purpose rarely influences my daily actions.</p>	
Promise	<p><input type="radio"/> H HIGH ALIGNMENT: The organization's promise strongly influences my daily actions.</p> <p><input type="radio"/> M MEDIUM ALIGNMENT: The organization's promise somewhat influences my daily actions.</p> <p><input type="radio"/> L LOW ALIGNMENT: The organization's promise rarely influences my daily actions.</p>	
Priorities	<p><input type="radio"/> H HIGH ALIGNMENT: The organization's priorities strongly influence my daily actions.</p> <p><input type="radio"/> M MEDIUM ALIGNMENT: The organization's priorities somewhat influence my daily actions.</p> <p><input type="radio"/> L LOW ALIGNMENT: The organization's priorities rarely influence my daily actions.</p>	
People	<p><input type="radio"/> H HIGH ALIGNMENT: The organization's people strongly influence my daily actions.</p> <p><input type="radio"/> M MEDIUM ALIGNMENT: The organization's people somewhat influence my daily actions.</p> <p><input type="radio"/> L LOW ALIGNMENT: The organization's people rarely influence my daily actions.</p>	
Policies	<p><input type="radio"/> H HIGH ALIGNMENT: The organization's policies strongly influence my daily actions.</p> <p><input type="radio"/> M MEDIUM ALIGNMENT: The organization's policies somewhat influence my daily actions.</p> <p><input type="radio"/> L LOW ALIGNMENT: The organization's policies rarely influence my daily actions.</p>	

Five Climbs Support

Five Climbs is provided by
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