



INSTRUCTIONS

Right Focus consists of:

- Defining your mission (purpose)
- Establishing your vision (where you see yourself going)
- Clarifying your values and guiding principles
- Identifying your core focus (what you will strive to be best at)

The processes for clarifying Right Focus can be used to develop yourself as a leader. They can also be applied in a team setting to get everyone on the same page, or within an entire organization.

Developing Right Focus requires commitment. It means being willing to hold yourself and others accountable. But it all hinges on crafting a compelling and accurate mission, vision and values and core focus.

Taking the time to craft an inspirational and accurate mission, vision, values and core focus is your chance to create powerful significance for yourself and for others. When your personal mission, vision, values and core focus are accurate and aligned with your organization's, you are more purposeful, centered, energized and productive. Understanding yourself at the core makes you a better leader, partner and parent; it also increases your chances to live a fulfilling life.

This assessment will help you determine where you are at right now in terms of crafting powerful personal mission, vision, values and core focus statements. It will help you set goals and prioritize where to focus your energy to improve your Right Focus.

PERSONAL MISSION STATEMENT

SCALE

| Not at all | Rarely | Sometimes | Frequently | Almost Always |
|------------|--------|-----------|------------|---------------|
| 1 | 2 | 3 | 4 | 5 |

Circle One

- 1 2 3 4 5 I have a written personal mission statement that I feel anyone who knows me would agree that is accurate.
- 1 2 3 4 5 I am very clear about what inspires and motivates me at the deepest levels.
- 1 2 3 4 5 I can easily and clearly communicate my life's purpose to others.
- 1 2 3 4 5 I know what sparks my passion, joy and creativity.
- 1 2 3 4 5 People are often ready and willing to work with me and help me achieve my life's purpose / mission.
- 1 2 3 4 5 My life's purpose has a fundamental element of providing service to others.
- 1 2 3 4 5 I feel passionate about the work that I do for a living.
- 1 2 3 4 5 My work allows me to use most or all of my innate talents and abilities.
- 1 2 3 4 5 I am energized by my work.
- 1 2 3 4 5 My personal mission is aligned with my organization's mission.

Scoring

Add up the numbers you have circled. Refer to the number ranges below for our recommendations for you.

- 10-27** You may be going through a life crisis. You are not enjoying your work at all and are probably living with a sense of desperation. We recommend that in addition to completing the Right Focus self-study course, you seek professional career or life coaching and possibly even therapy to help you through this time of transition and uncertainty.
- 28-35** You have a sense of mission at times, but do not feel great clarity of purpose. You may think you know your mission at times, but it changes. You may be working at a job or career that you have settled for because you just kind of fell into it. We strongly recommend that you complete the Right Focus self-study program. You may also want to work with a career or life coach to help you create a way to fulfill your true mission and live your life with a deeper sense of meaning and purpose.
- 36-50** You have a strong sense of mission and purpose. You have found a way to fulfill your true mission and live your life with a deeper sense of meaning and purpose! Completing the Right Focus self-study program will help you further clarify and reinforce your life's purpose.

PERSONAL VISION STATEMENT

SCALE

| Never | Rarely | Sometimes | Frequently | Almost Always |
|-------|--------|-----------|------------|---------------|
| 1 | 2 | 3 | 4 | 5 |

Circle One

- 1 2 3 4 5 I have a personal vision that I feel will guide me for the next 3-10 years at least.
- 1 2 3 4 5 I measure and my progress toward my vision at least quarterly.
- 1 2 3 4 5 I can passionately and clearly communicate my vision to others.
- 1 2 3 4 5 People are motivated to work with me to achieve my vision.
- 1 2 3 4 5 My vision has a fundamental element of providing service to others.
- 1 2 3 4 5 I feel very enthusiastic about my vision and work toward it every day.
- 1 2 3 4 5 My vision propels me forward even things are not going as well as I would like.
- 1 2 3 4 5 My personal vision is aligned with my organization's vision.

Scoring

Add up the numbers you have circled. Refer to the number ranges below for our recommendations for you.

- 8-20** You do not have a clear and compelling vision at this time. You probably are not enjoying your work and are just working to make a living. We recommend that in addition to completing the Right Focus self-study course, you consider professional career or life coaching to help you develop a clear goal and vision for yourself.
- 21-29** You have a vision or goal, but it is probably not compelling and motivating you as much as you would like. We strongly recommend that you complete the Right Focus self-study program. You may also want to work with a career or life coach to help you create a vision that reflects your mission and energizes you to achieve it.
- 30-40** You have a strong vision. Your vision motivates you and inspires others to work with you. Completing the Right Focus self-study program will help you take your vision to the next level.

PERSONAL VALUES STATEMENT

SCALE

| Never | Rarely | Sometimes | Frequently | Almost Always |
|-------|--------|-----------|------------|---------------|
| 1 | 2 | 3 | 4 | 5 |

Circle One

- 1 2 3 4 5 I have a clear statement of personal values that guides me to make decisions fairly easily.
- 1 2 3 4 5 I am happy with the decisions I've made the last 3 years.
- 1 2 3 4 5 I can clearly communicate my values to others.
- 1 2 3 4 5 Anyone who works with me for 6 months or more has a good sense what's important to me.
- 1 2 3 4 5 My vision has a fundamental element of providing service to others.
- 1 2 3 4 5 My behaviors are consistent with my values.
- 1 2 3 4 5 My decisions are consistent with my values.
- 1 2 3 4 5 My personal values are aligned with my organization's values.

Scoring

Add up the numbers you have circled. Refer to the number ranges below for our recommendations for you.

- 8-20** You are likely to have several conflicting values. You probably struggle with making decisions and may regret decisions you've made on a regular basis. We recommend that in addition to completing the Right Focus self-study course, you consider professional career or life coaching to help you develop a clear sense of your values.
- 21-29** You have a good sense of your values but you may experience conflicts and regrets from time that bother you. We strongly recommend that you complete the Right Focus self-study program. You may also want to work with a career or life coach to help you clarify your core values and create a life that enables you to live with less inner conflict.
- 30-40** You have a strong sense of your values. You are decisive and rarely have any regrets about your decisions or actions. Completing the Right Focus self-study program will help you fine-tune any weaknesses you would like to improve.

PERSONAL CORE FOCUS

SCALE

| Never | Rarely | Sometimes | Frequently | Almost Always |
|-------|--------|-----------|------------|---------------|
| 1 | 2 | 3 | 4 | 5 |

Circle One

- 1 2 3 4 5 I have a clear understanding of my personal strengths and talents that helps keep me focused.
- 1 2 3 4 5 I tend to stay focused on what I do best and outsource things that are not my main focus to experts who can accomplish them quickly and well.
- 1 2 3 4 5 I can clearly communicate my core focus to others.
- 1 2 3 4 5 Anyone who works with me for 6 months or more has a good sense of my core focus.
- 1 2 3 4 5 My core focus enables me to achieve my mission, vision and values.

Scoring

Add up the numbers you have circled. Refer to the number ranges below for our recommendations for you.

- 5-13** You are likely to be struggling with staying focused on your core strengths and achieving your vision. We recommend that in addition to completing the Right Focus self-study course, you consider professional career or life coaching to help you determine your personal core focus.
- 14-19** You have somewhat of a sense of your core focus but you may experience difficulty at times staying on the path to achieving your vision. We recommend that you complete the Right Focus self-study program. You may also want to work with a career or life coach to help you further clarify your core focus.
- 20-25** You have a strong sense of your core focus. You know your strengths and build on them to enable you to achieve your vision. Completing the Right Focus self-study program will help you fine-tune any areas you would like to improve.