



## **INSTRUCTIONS**

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Right Focus in a team/organization context consists of:

- Defining your team/organization's mission (purpose)
- Establishing a vision for your team/organization
- Creating a statement of your team/organization's values and guiding principles
- Identifying your team/organization's core focus

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, values statement 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 your team or organization stands 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 organization's Right Focus.

## TEAM OR ORGANIZATION MISSION STATEMENT

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### SCALE

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

### Circle One

- 1 2 3 4 5 My team/organization has a written mission statement that anyone who works in the organization would agree is accurate.
- 1 2 3 4 5 My team/organization's mission inspires and motivates others to want the organization to succeed.
- 1 2 3 4 5 I can easily and clearly communicate my team/organization's mission and purpose to others.
- 1 2 3 4 5 My team/organization's purpose has a fundamental element of providing service to others.
- 1 2 3 4 5 I feel passionate about the work my team/organization is doing.
- 1 2 3 4 5 My team/organization's mission statement helps us attract and retain the "right" talented people to achieve it.
- 1 2 3 4 5 My personal mission is aligned with my team/organization's mission.
- 1 2 3 4 5 My team/organization uses our mission statement as a guide in making all big decisions.

### Scoring

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

- 8-20** Your team/organization may be going through a rough time. We strongly recommend that in addition to completing the Right Focus self-study course, you may benefit from professional coaching and facilitation to create a clear and compelling mission.
- 21-29** Your team/organization is not experiencing great clarity of purpose. You may think your team/organization mission is clear at times, but then there are many examples where your team/organization is off course. We recommend that you complete the Right Focus self-study program. You may also want to hire a professional coach or facilitator to help you craft an accurate and timeless mission statement to give your team/organization a deeper and clearer sense of meaning and purpose.
- 30-40** Your team/organization has a strong sense of mission and purpose. Completing the Right Focus self-study program will help you further clarify and reinforce your team/organization's purpose.

## TEAM OR ORGANIZATION VISION STATEMENT

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### SCALE

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

### Circle One

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

### Scoring

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

- 8-20** Your team/organization does not have a clear and compelling vision at this time. We strongly recommend that in addition to completing the Right Focus self-study course, you may benefit from professional coaching and facilitation to create a clear and compelling vision statement.
- 21-29** Your team/organization has a vision or goal, but it is probably not compelling and motivating people as much as you would like it to. We recommend that you complete the Right Focus self-study program. You may also want to hire a professional coach or facilitator to help you create a vision statement that reflects your mission and energizes you to achieve it.
- 30-40** Your team/organization has a strong vision. Completing the Right Focus self-study program will help you further clarify and reinforce your team/organization's vision and put it into action.

## TEAM OR ORGANIZATION VALUES STATEMENT

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### SCALE

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

### Circle One

- 1 2 3 4 5 My team/organization has 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 my team/organization has made the last 3 years.
- 1 2 3 4 5 I can clearly communicate my team/organization's values to others.
- 1 2 3 4 5 Anyone who works with my organization for 6 months or more has a good sense what's important to the team/organization.
- 1 2 3 4 5 My team/organization's vision has a fundamental element of providing service to others.
- 1 2 3 4 5 In my team/organization, decisions and behaviors appear to be consistent with our stated values.
- 1 2 3 4 5 My decisions are consistent with my team/organization's values.
- 1 2 3 4 5 My personal values are aligned with my team/organization's values.

### Scoring

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

- 8-20** Your team/organization appears to have several conflicting values. You probably struggle with making decisions. We recommend that in addition to completing the Right Focus self-study course, you consider professional coaching and facilitation to help you develop a clear set of team/organizational values.
- 21-29** Your team/organization may have articulated values but there are still conflicts. We recommend that you complete the Right Focus self-study program. You may also want to work with professional coach or facilitator to help you develop a clearer set of team/organizational values.
- 30-40** Your team/organization has a strong set of values. There are rarely any regrets about decisions or actions. Completing the Right Focus self-study program, will help you fine-tune any weaknesses you would like to improve.

## **TEAM OR ORGANIZATION CORE FOCUS**

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### **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 team/organization's strengths and core focus.
- 1 2 3 4 5 My team/organization tends to stay focused on what we do best and outsource things that are not our main focus to experts who can accomplish them quickly and well.
- 1 2 3 4 5 I can clearly communicate my team/organization's core focus to others.
- 1 2 3 4 5 Anyone who works with my team/organization for 6 months or more has a good sense of our core focus.
- 1 2 3 4 5 My team/organization's core focus enables us to achieve our 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** Your team/organization is likely to be struggling with staying focused on core strengths and achieving it's vision. We recommend that in addition to completing the Right Focus self-study course, you consider working with a professional coach or facilitator to help you determine your team/organization's core focus.
- 14-19** Your team/organization has somewhat of a sense of it's core focus but may experience difficulty at times staying on the path to achieving it's vision. We recommend that you complete the Right Focus self-study program. You may also want to consider working with a professional coach or facilitator to help you further define your team/organization's core focus.
- 20-25** Your team/organization's core focus is pretty clear. You know your team/organization's strengths and build on them to enable the team/organization to achieve a vision. Completing the Right Focus self-study program will help you fine-tune any areas you would like to improve.