ELEVATION SUCCESS SCORECARD

.·. DELEGATE

For each section below, select the statement that most aligns with where you are today. Tally up your total at the end & identify opportunities for improvement.

		10	9	8	7	6	5	4	3	2	1	SCORE
MY HABITS:	**MY COMMITMENT**	I am committed to how I spend my time and energy. I recognize beliefs that may distract me from living my best self. I'm committed to getting my team what they need to do a great job and bring my vision to life.	I want to make a few changes with how I'm spending my time and energy. I know the underlying thoughts that keep me doing busy work, but I don't know what to do about them. I want to let go and see what my team can do.			I know that I'm not contributing my best each day, but I'm comfortable with that. I don't see a lot of changes that I want to make about my time and energy, and don't trust my team to execute as I expect if I let go.			I don't see any issues with how I'm spending my time and don't want to make any changes. I actually enjoy that my team relies on me to come in to save the day all of the time, even if I'm not contributing my best.			
	MY CLARITY	I always stop to get clear on what success looks like before I start to delegate. I keep my team focused on our most impactful work, and commit to always set clear expectations for turnaround time and deliverables.	I sometimes delegate on the fly, but typically take a minute to prepare my own thoughts around what success looks like before I hand things off. Most of the time, I'm clear about expectations and when things are due.			I rarely stop to think through desired outcomes before I delegate. I will share a few light instructions, but sometimes I forget what I delegated and why. I rarely follow up to see if the tasks are ever completed.			I tend to delegate impulsively on the fly and expect my team to drop everything and read my mind as I hand things off. I don't communicate my expectations on final deliverable or when it needs to be returned to me.			
	MY FOCUS	I move through my days with a focused, proactive plan that I review weekly. I use time blocking to map out my time for the top things I must accomplish. My team is clear on what I am spending my time on and why.	I start most weeks with a basic plan for the things I must accomplish. I dabble in time blocking and am moderately organized with my time. Sometimes my team pulls me into things that aren't the best use of my time.			I start most weeks wanting to have a basic plan in place. My team still involves me in things they could solve themselves. I find systems, planning and time blocking to be rigid and I naturally want to resist them.			I live in a constant state of reaction most days. I don't think I'm good at planning. My team is endlessly involving me in the day to day. When I look back at my week, I feel like I didn't do anything impactful.			
	MY VALUE	I understand the value of my time. I track and reflect on it regularly. I often run a cost-analysis exercise to see where I may be doing work I don't like or am not good at, and then look for a way to stop doing it.	I have spent some time thinking about how I want to and am spending my time. I know that my time is worth more than many of the activities that I am doing, but haven't done much to address it in an impactful way.			I should evaluate how I'm spending my time. The work I do each day isn't moving the needle for me or my business. Most of what I'm doing could be done better by someone else, but I don't know what I'd do otherwise.			I've never really thought about what the value of my time is,. I have not looked at what it's costs me to keep doing work I'm not good at and don't like. I don't spend any time reflecting or trying to solve this.			
	MY VISION	I have a crystal clear vision on what I'm here to do, what my contribution should be and how to spend my time. I can easily articulate it and it's documented so that my team also knows how to support my efforts.	I have a good picture of what I'm here to do, what my contribution should be and how I should spend my time. I have articulated my vision to my team but I'm still being pulled into work that isn't tied to my vision.			I struggle with fully understanding my vision and being able to articulate it. I haven't written it down or devoted energy to thinking about or trying to solve it which is making my team unclear on how they can help.			I'm unclear about what I should be spending my time on, and what my contribution really is. I tend to spend my days putting out fires and cleaning up messes and find myself constantly busy with the wrong things.			
MY MINDSETS:	**I AM ACCOUNTABLE**	I have created a culture of accountability across my team. I'm willing and comfortable to be held accountable and have a reliable accountability loop and systems for my team. My team also holds each other accountable.	I am working towards a culture of accountability. We have a moderately healthy environment for feedback and my immediate team is fairly comfortable giving me feedback and holding me accountable when needed.			I have created mild levels of accountability within my company. The team will sometimes speak up and give feedback, but there is no system or loop in place to consistently hold me or them accountable for their work.			I don't want to be held accountable or follow a system of accountability. I don't have time to give or receive feedback with my team and I know they would not be comfortable trying to hold me or each other accountable.			
	I AM EVALUATIVE	I use metrics to predict, evaluate and reflect on our success and create objective accountability. I have clear communication systems in place to discuss any breakdowns so that we can learn from them and get better.	I have established a few key metrics that are objective and predictive. I periodically reflect on them, but haven't really used them to establish objective accountability. We sometimes discuss breakdowns to get better.			I am working on identifying some key metrics that are objective and predictive. We haven't spent any time creating accountability or reflecting on them yet. We do not discuss breakdowns to learn from them or improve.			I don't have any key objective metrics established with my team, and don't know where to start. I haven't spent any time evaluating metrics, and I do not address any breakdowns with my team when things go wrong.			
	I AM INTENTIONAL	I only share and execute my best ideas. I'm intentional with what I share -- my team lives in execution while I live in ideation. These competing mindsets can overwhelm my team as they work on established priorities.	I catch myself now that I understand that my team acts on all of my ideas. I try to temper myself with what I share, and created some systems to capture my ideas so I don't distract from our established priorities.			I am willing to make some changes when it comes to how and when I share my new ideas with my team. I haven't really established a system to keep my thoughts organized, but I want to try so I can keep them focused.			Ideating is what makes me special and my team just needs to keep up. They can figure out how to prioritize what's on their plates. My fresh ideas are what keep us relevant and fresh, and I share them all the time.			
	I AM REALISTIC	I am realistic with how long things take when they are delegated. I have clear communication systems in place to ensure we are all clear on who is doing what by when, and if the timing or process needs to be changed.	I sometimes underestimate how long things take and if my team has the bandwidth. I try to align with my team when I delegate. They know they can just reach out, but we don't have great communication all of the time.			I acknowledge that it is really hard for me to be on the same page with my team regarding how long things might take to complete. I tend to delegate quickly without making sure we are aligned on timing or process.			I love being a Quickstart and know that I can be totally unrealistic when setting timelines with my team. I don't have time to sync with them about what they might be working on or brainstorm when things breakdown.			
	I AM SUPPORTIVE	I empower my team with the tools, permission, feedback and autonomy to always do their highest and best work. I am committed to seeing everyone doing their highest and best work because it elevates us as a team.	I really want everyone doing their highest and best work because it helps us elevate as a team, but we aren't there yet. I want to provide them with the tools, resources and autonomy they need to elevate themselves.			I think I could do a better job supporting my team to do their highest and best work. I've given them general permission to delegate but they neither have the tools, resources, nor do they have anyone to delegate to.			I think my team is scared to delegate. They tie their contributions to how busy they are, and worry their roles may become obsolete. They could be more fulfilled if I permitted them to work on higher-value activities.			

NAME		DATE		TOTAL SCORE