



The MAP Effective Execution Assessment TM

The Effective Execution Assessment

Effective plan execution requires you and your team be highly proficient in three areas:

- 1. Planning**
 - 2. Organizing**
 - 3. Implementing**
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There is a multitude of skills, behaviors, knowledge and attitudes involved in the execution of business plans, projects and personal goals. To know how to improve your own performance requires that you look at all of them from time to time.

The Effective Execution Assessment™ is your tool for doing a quick self-assessment and for gaining the input of others on your team as well.

This instrument consists of a simple set of 25 questions that guide you in assessing each of the three key competencies of execution. An execution “competency” is a category of proficiency that contains a number of different skill and knowledge components. All three components combined provide an overview of your effectiveness.

What does this mean to you? When you want to increase you or your team’s success, improve their productivity or focus; rather than simply working harder and longer, you can identify exactly which of the 25 aspects of execution to focus on. You can be very specific in your focus rather than general.

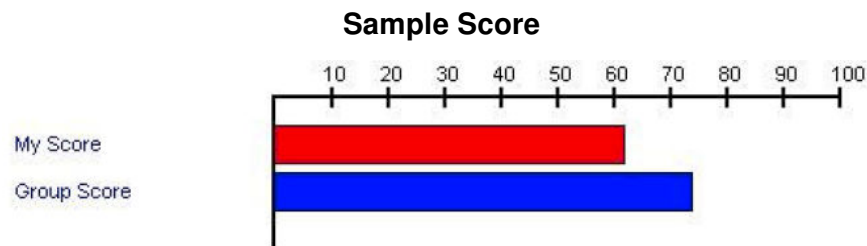
By assessing you and your team’s execution readiness in each area you will gain an overview that allows you to be a much better self manager as well as a better leader.

The Team component is a big value in your Effective Execution Assessment. By seeking an assessment from others, i.e. your direct reports, a manager, coworkers, friends, or key client, you will expand your awareness profoundly. Even though you know yourself very well, the observations of others about your skills or behaviors can provide you information that would never have occurred to you using only your individual point of view.

Three possible outcomes will be evident in your assessment. When you see the chart displaying your self assessment side by side with the assessments from your observers, you will see:

1. Areas on which you agree that things are going fine
2. Areas on which you agree that improvement is needed
3. Areas on which you disagree about the need

With the agreement that things are fine your best path is to continue as is. With the agreement that improvement is needed your next step is to decide specifically what and how to improve. And, with disagreement as to whether improvement is needed, you have an opportunity to raise issues that when resolved, will improve teamwork, communication and performance.



Group Score - If you invited others to take this test, or if someone invited you, the Group Score shows the average score for your group.

Your Scores on the Effective Execution Assessment

Dear EEA,

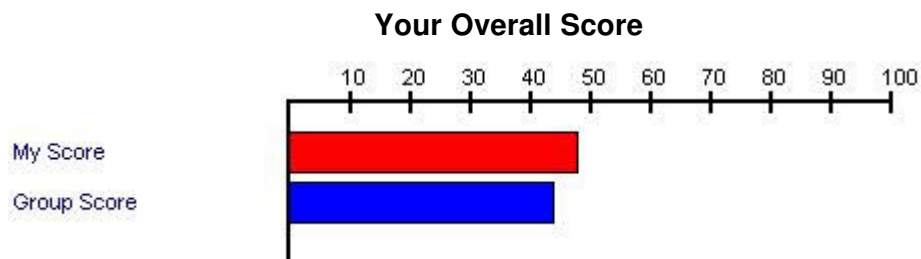
Congratulations on your decision to use the MAP Effective Execution Assessment™. How well you manage the processes surrounding the most important things in your business and personal life, your Goals, will determine in a significant way the value you receive back!

Individuals and organizations that consistently achieve their goals have three consistencies:

1. Well defined written goals and action plans.
2. Disciplined and consistent activity focused on those goals.
3. A system for tracking and measuring progress which supports course correction

What these individuals and organizations do is not complicated, but requires focus and discipline. Goals set us aside from others, give us purpose, and a reason to do certain things as well as reasons not to do certain things in our daily lives. A study of college graduates showed that 20 years later, only 3% of them had written goals and a plan for their achievement. At that time 20 years later, that 3% was happier, healthier and more content than their peers who did not have those plans 20 years prior. And, they were stronger financially than the other 97% combined!

What is the secret? Employing a consistent process that facilitates putting the three steps mentioned above into your business and personal life. That process? Management! Since the 1950's when Peter Drucker first wrote about the science of management, people and businesses have sought to learn how to put the processes of management into place so that Goal Achievement would be possible! What this assessment is all about is how to **Effectively Execute** the management processes. In fact, over \$75 Billion has been spent annually by people in American business for soft skill training and higher learning to improve their likelihood of Goal Achievement! In fact 14 million business books are sold annually as well to people looking to improve their chances of goal achievement.



Understanding Your Score

Your ability to achieve success, personal or business, is directly related to your ability to Effectively Plan, Organize and Implement in a continual, balanced manner.

Effective Execution of the management process can be broken down into three competencies: Planning, Organizing and Implementing. Most people perform these competencies at one time or another. However, few do so as effectively as possible, nor do they balance their performance of these competencies.

Many businesses, for example, spend a tremendous amount of time on planning at the beginning of the year. Research and data from the previous year is evaluated, executives go to offsite meetings and a new plan is created. This approach trickles down throughout the rest of the organization as managers create the next quarter's goals. People often take the same approach with their personal lives with New Year's resolutions.

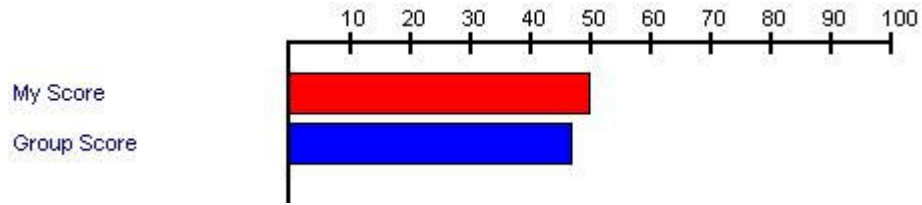
Unfortunately, all too often these plans, objectives and even our personal dreams are never achieved. The latest business plan is put on the shelf until the next year. As the daily routine returns, goals are ignored until the quarter end employee review. More importantly, our personal dreams are put aside because we just didn't have enough time to make them a reality or, more likely, we never put the plan into action.

Likewise, many businesses spend significant time implementing and little time planning. Everyone is very busy and a lot of work is getting done, however because there is no clear direction throughout the organization, people are often moving in very different directions and the company flounders.

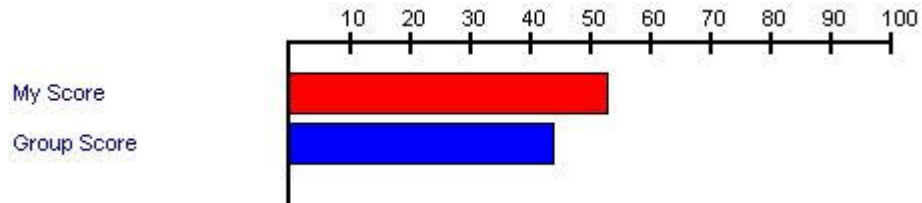


Combined Scores for the Three Competencies

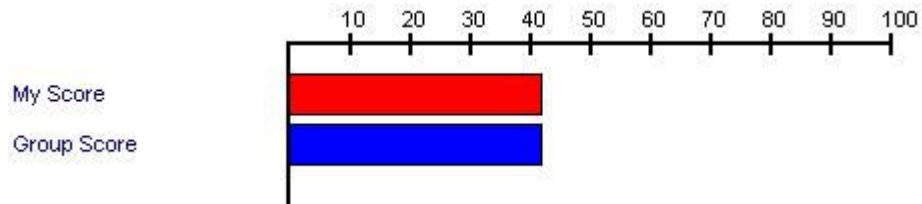
Your Overall Score for Planning



Your Overall Score for Organizing



Your Overall Score for Implementing

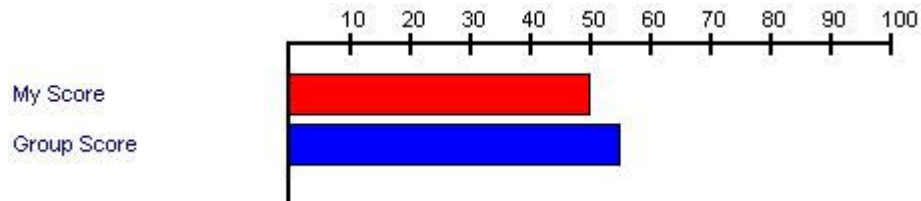


Competency 1: Planning

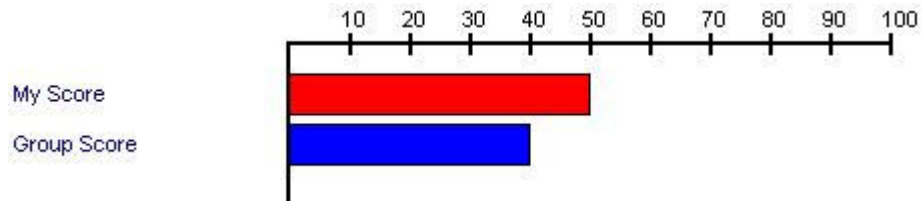
Planning is the first critical function of great management. An effective planning process ensures all team members buy in to the ultimate goals that you are trying to achieve. Whether you are starting with Vision, Mission and Values or the long-term goals (more than one year), or short-term (One Year or Less), make sure you involve the team in this process. Planning is a process that brings you and your management team together to translate your mission, vision and strategies into tangible future results. Planning is important because:

- It keeps you focused on the future as well as the present.
- It reinforces the principles named in your mission/vision and strategy.
- It encourages cross-functional planning and communication.
- It assigns priorities to resources and shows where they are to be directed.
- It bridges to your short-term tactical planning process.
- It encourages managers to plan from a global perspective and alerts them to core objectives so they can contribute to achieving them.

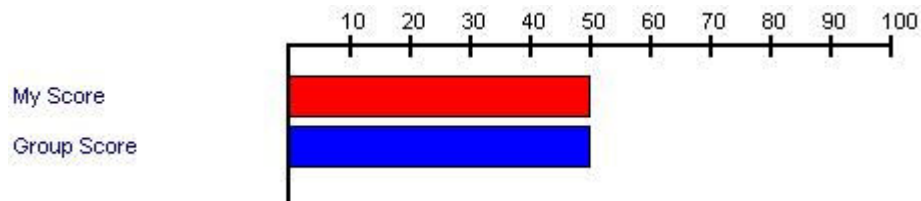
Our team consistently sets goals.



The goals our team sets are specific.



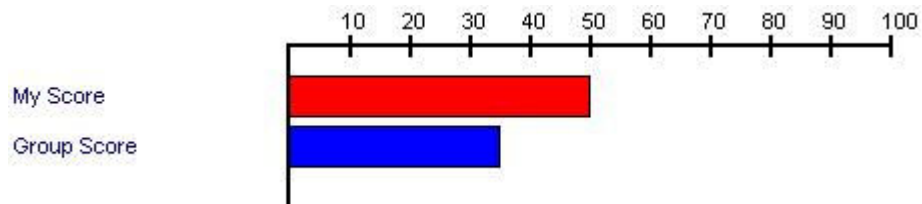
The goals our team sets are measurable.



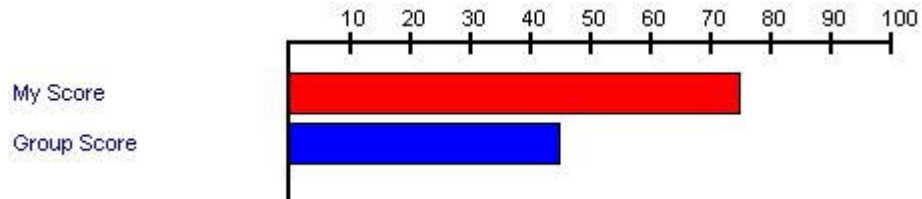
Competency 2: Organizing

Organizing is the process of allocating the resources available to you as an individual, team or entire company, so the plan you create can be implemented effectively. This skill is difficult to learn and consistently apply, which is why well-thought out and developed plans often are implemented poorly. Organizing is the process of breaking down the dreams, vision and long term goals into manageable pieces. The resources or assets that are necessary to achieve your goals are time, human capital (people and their skills, talents and experiences), technology, facilities, money(cash), etc. After your goals are set, you need to truly understand the resources you have available, and allocate them appropriately so that you have a realistic chance at success.

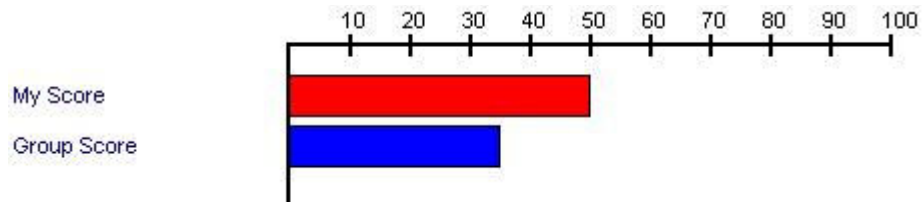
The goals our team sets are time bound.



The goals our team sets are aligned with the higher level goals of the organization.



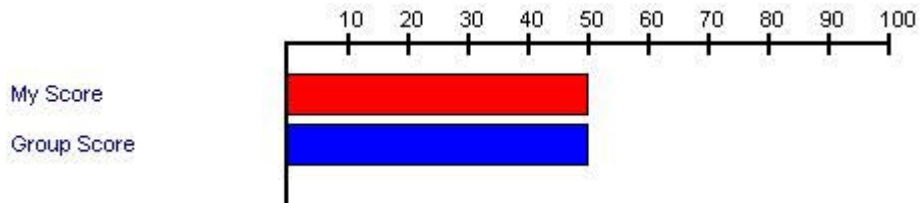
The goals our team sets have clearly identified owner who are responsible for making sure the goal is achieved.



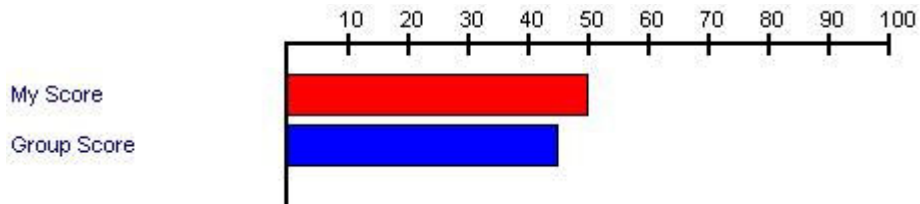
Competency 3: Implementing

Implementing is putting your plan in action. To implement your plan effectively, assign responsibility, schedule regular meetings and establish reporting deadlines. This is where you use your skills, knowledge and talents as individuals to get together and review progress toward the tasks, issues, projects and goals and take any necessary corrective action.

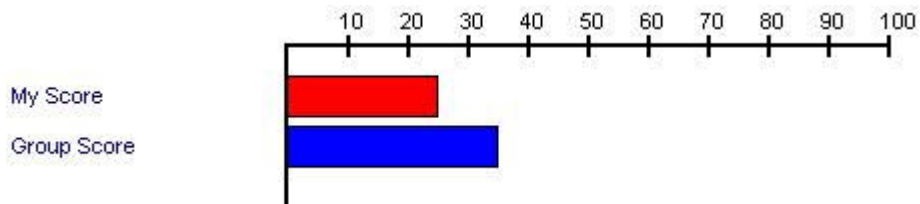
Team members and departments clearly understand their responsibilities.



Our company's vision, mission and values statements are clearly understood and owned by all members of our team.



Our team's goals are reported on and reviewed on a regular basis, in a consistent and focused manner.



Holding team members accountable for achieving their goals is part of the culture.

