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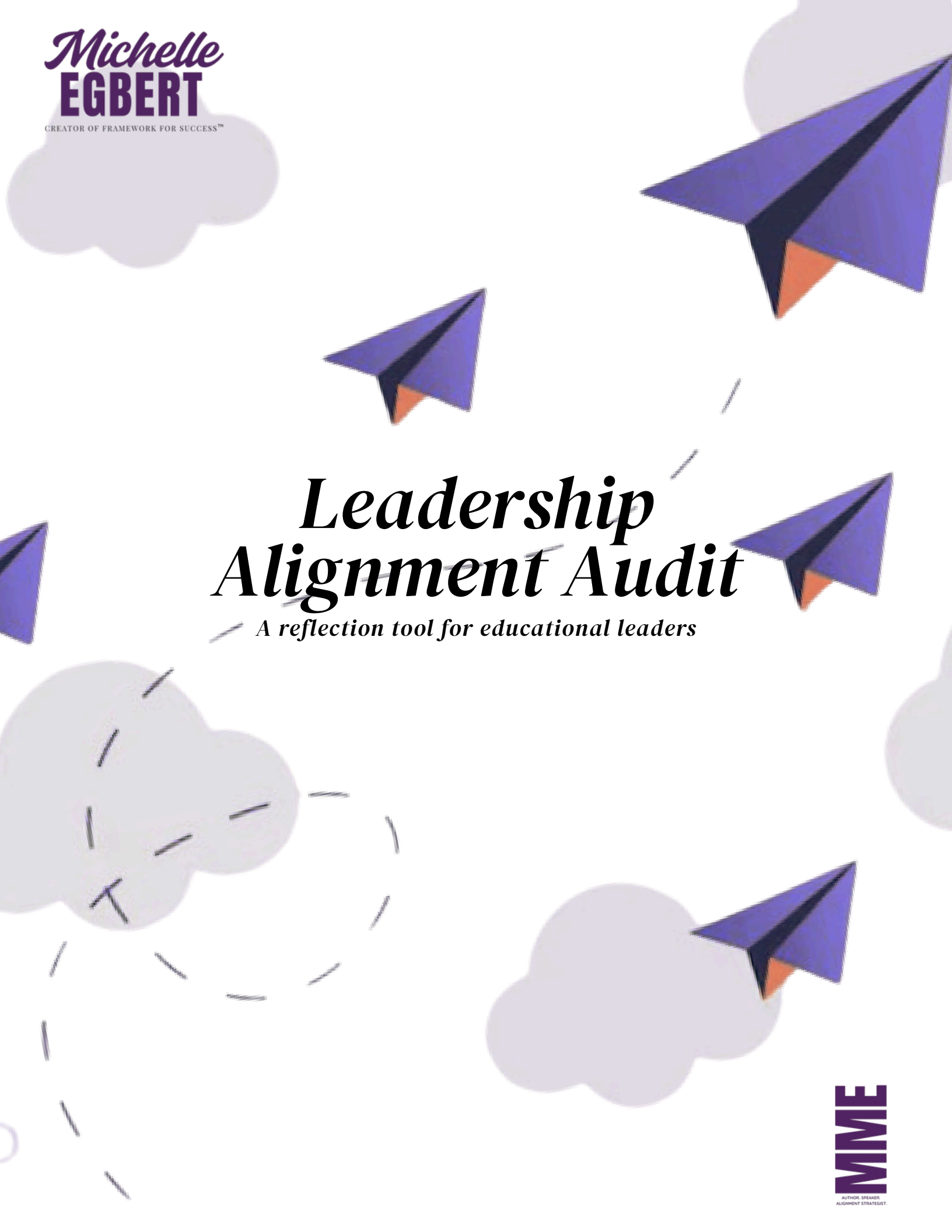

Leadership Alignment Audit

A reflection tool for educational leaders

ME

AUTHOR. SPEAKER. ALIGNMENT STRATEGIST.

"Alignment isn't about doing more. It's about making sure what you do each day moves you closer to the future you're trying to create."

Leadership Alignment Audit

Closing the Gap Between Vision, Priorities, and Daily Leadership

Every school leader has a vision. You know what you want your school, staff, and students to become.

The challenge isn't usually creating the vision. The challenge is ensuring your daily leadership decisions consistently move that vision forward.

This Leadership Alignment Audit isn't a performance evaluation.

It's a moment to pause.

To reflect.

To honestly ask one question: Is the way I'm leading each day aligned with where I'm trying to lead my school?

As you complete this audit, answer based on your reality over the past school year, or past several weeks if you school year is already in session. Please don’t answer based on your intentions or your aspirations.

Leadership isn't revealed by what we hope to do. Leadership is revealed by what we consistently do.

How to Take the Audit

For each statement, rate yourself from 1–5.

Rating Meaning

1 Rarely True
2 Occasionally True
3 Sometimes True
4 Usually True
5 Consistently True

Circle the number that best reflects your current leadership.

Be honest - This audit is for you.

Section 1: Vision

Is the destination still clear?

Circle **one** number for each statement.

I have a clear vision for where my school is headed.

1 2 3 4 5

I consistently communicate that vision to staff.

1 2 3 4 5

Our leadership team understands our most important goals.

1 2 3 4 5

My calendar reflects work that moves our vision forward.

1 2 3 4 5

Our daily work stays connected to our long-term mission.

1 2 3 4 5

Section Score _____ /25

Section 2: Priorities

Am I protecting what matters most?

Circle **one** number for each statement.

My top leadership priorities are clearly defined.

1 2 3 4 5

I intentionally protect time for strategic leadership.

1 2 3 4 5

My calendar reflects my stated priorities.

1 2 3 4 5

I spend more time leading than reacting.

1 2 3 4 5

I know which responsibilities only I can lead.

1 2 3 4 5

Section Score _____ /25

Section 3: Daily Decisions

Do my daily choices support my priorities?

Circle **one** number for each statement.

I distinguish between urgent and important.

1 2 3 4 5

I delegate appropriately whenever possible.

1 2 3 4 5

I say "no" when necessary to protect what matters most.

1 2 3 4 5

My daily decisions consistently support our vision.

1 2 3 4 5

Interruptions rarely determine my entire day.

1 2 3 4 5

Section Score _____ /25

Section 4: Leadership Sustainability

Can I continue leading this way?

Circle **one** number for each statement.

I finish most weeks with enough energy to think strategically.

1 2 3 4 5

I intentionally create time to reflect before making major decisions.

1 2 3 4 5

I model healthy leadership for my staff.

1 2 3 4 5

I factor in contingencies for unexpected challenges.

1 2 3 4 5

My current leadership pace feels sustainable.

1 2 3 4 5

Section Score _____ /25

Reflection

Before Looking at Your Scores … Answer these three questions.

1. Which statement created the most tension for you?

2. What leadership habit is contributing most to your Alignment Gap?

3. If you improved just one area over the next 90 days, which would create the greatest impact?

Looking at Your Results

Section 1: Vision

If Vision scored lowest...

Your challenge may not be commitment, it may be clarity.

When vision isn't consistently communicated and reinforced, even strong teams begin reacting instead of moving together with purpose.

Your next step: Reconnect your daily leadership to your school's long-term vision.

Section 2: Priorities

If Priorities scored lowest...

You may know what matters most, but the urgent is consistently crowding out the important.

Leadership becomes reactive instead of intentional.

Your next step: Identify the few priorities that only you can lead and begin protecting time for them.

Looking at Your Results

Section 3: Daily Decisions

If Daily Decisions scored lowest...

The gap isn't in your vision. The gap is in the hundreds of choices made each day.

- Every meeting.
- Every interruption.
- Every "yes."

They quietly determine whether your priorities are lived out.

Your next step: Begin filtering decisions through one question: Does this move our vision forward?

Looking at Your Results

Section 4: Leadership Sustainability

If Leadership Sustainability scored lowest...

This doesn't mean you're failing.
It may mean you've been leading at an unsustainable pace for too long.

Healthy schools require healthy leaders.

Leadership isn't about running faster, but about creating enough room to think clearly, lead intentionally, and sustain the work over time.

Your next step: Identify one practice that restores your capacity to lead, not just your ability to keep going.

Looking at Your Results

If you noticed that two or more areas scored the same, and especially if they're your lowest scores, know that you're not alone.

This actually tells you something important: Your feeling of being of alignment isn't coming from just one place. It's coming from multiple areas working against each other at the same time.

When more than one area is out of alignment, progress can feel even more overwhelming, because you're not just solving one problem. You are experiencing the compounding effect of misalignment.

So where do you start?

Choose the area that feels the most frustrating right now, not the one you think you should fix first, but the one that is creating the most friction in your day-to-day life.

Why? Because that's where you'll feel the fastest shift.

LEADERSHIP ALIGNMENT

When your leadership becomes aligned... Something begins to change.

Not overnight. Not because your calendar suddenly becomes less demanding, but because your leadership becomes more intentional.

You become clearer about what deserves your attention.

Your priorities begin guiding your decisions instead of your interruptions.

Conversations become more purposeful. Decisions become more consistent.

Your team gains greater clarity because your leadership provides greater clarity.

And over time...

The bridge between your mission and your results becomes stronger.

Leadership isn't easier because there are fewer challenges.

Leadership becomes more effective because your attention is aligned with what matters most.

BEFORE YOU MOVE ON

The purpose of this audit was never to earn a high score in any one category or score a perfect 100. It was to increase your awareness. Because awareness creates clarity. And clarity allows you to lead with greater intention.

If one section scored lower than the others, don't see it as a weakness. See it as an invitation.

An opportunity to strengthen the bridge between your vision, your priorities, your daily decisions, and the results you're working so hard to achieve.

Remember...

Alignment isn't about doing more. Alignment is about ensuring that what you do each day moves your school closer to the future you're trying to create.

Leadership isn't transformed by doing everything differently.

Leadership is transformed by intentionally aligning one decision, one priority, and one day at a time.

DELEGATE?

When Delegation Isn't an Option

Sometimes the question isn't: "Who can do this?" Sometimes the better question is: "Does this really need to be done by me… right now… or at all?"

Delegation isn't always possible. Especially in education. Some leaders wear multiple hats. Some schools have very small leadership teams. But delegation isn't the only option.

When you're faced with another request, consider these four possibilities.

Delegate

Can someone else successfully own this responsibility?

Delegation isn't about removing work from your plate. It's about creating opportunities for others to grow while allowing you to focus on the responsibilities only you can lead.

Reflection Questions

☐ Who on my team is ready for more responsibility?

☐ What am I still doing because it's familiar, not because only I can do it?

DELEGATE?

Delay

Does this need my attention today?

Not everything that feels urgent is actually urgent. Sometimes the most strategic leadership decision is choosing the right timing.

Reflection Questions

☐ Will delaying this negatively impact students, staff, or safety?

☐ What priority deserves my attention first?

Reduce

Does this have to be perfect?

Sometimes "good enough" is exactly what's needed. Reducing effort on lower-value work creates capacity for higher-value leadership.

Reflection Questions

☐ Where am I overcomplicating something?

☐ What could be simplified without sacrificing quality?

DELEGATE?

Delete

Is this still serving our mission?

Leaders often continue doing things simply because they've always been done.

Sometimes the best decision is letting something go.

Reflection Questions

☐ What meeting, report, or process no longer creates value?

☐ If we weren't already doing this, would we start today?

Closing Reflection

Before saying "yes," ask: What am I unintentionally saying no to?

Think about one responsibility that's currently consuming your time. Which of the four options best applies?

□ Delegate

□ Delay

□ Reduce

□ Delete

What action will you take?

THREE DAILY PRACTICES

Alignment isn't built through one big decision. It's built through the small leadership choices we make every single day.

1: Own What Only You Can Lead

2: Decide Before the Day Decides for You

3: Measure What Matters Most

1. Own What Only You Can Lead

Leadership isn't measured by how much you personally accomplish. Leadership is measured by how effectively you invest your leadership where it creates the greatest impact.

- Every responsibility you keep is a responsibility someone else cannot grow into.
- Every responsibility you release creates space for strategic leadership.

Reflection

What leadership responsibility requires my attention this week?

What responsibility could someone else begin owning?

THREE DAILY PRACTICES

2. Decide Before the Day Decides for You

You cannot control every interruption, but you can decide what deserves your leadership.

Intentional leaders establish priorities before the day begins so unexpected demands don't continually redefine success.

The goal isn't eliminating interruptions, but preventing interruptions from determining your leadership.

Reflection

What leadership priority deserves protected time this week?

What interruption most frequently pulls me away from that priority?

THREE DAILY PRACTICES

3. Measure What Matters Most

At the end of each day, resist asking, "Did I finish everything?"

Leadership work is never finished.

Instead ask, "Did I spend today leading what mattered most?"

Your answer won't always be "yes."

That's okay. Alignment isn't about perfection. Alignment is about consistently returning your attention to what matters most.

Reflection

What one decision today moved our mission forward?

What one change would better align tomorrow with what matters most?

THREE DAILY PRACTICES

Reflection

Which of these three practices would make the greatest difference in your leadership if you intentionally focused on it this month? And Why?

REFLECTION

Leadership is Better Together

Today's audit was designed to increase your awareness.

Now imagine the conversations it could create with your administrative team or leadership staff.

Consider using the Leadership Alignment Audit as a discussion tool during a leadership retreat or team meeting.

Ask questions like:

- Where are we most aligned?
- Where do we see the biggest gaps?
- Which priorities are consistently receiving our attention?
- Which priorities are being crowded out by the urgent?
- What is one change we could make this month that would strengthen alignment across our school?

Alignment grows when conversations become intentional.

KEEP BUILDING THE BRIDGE

Thank you for investing your time to reflect and begin to recognize where your Alignment Gap may exist so you can become a more intentional leader.

The work you do every day matters.

- Every conversation.
- Every decision.
- Every interruption.
- Every priority.

Every one of them is shaping your school, your team, and the culture you're creating.

Leadership isn't about doing everything, but ensuring your attention is invested where it creates the greatest impact.

Remember...

Alignment isn't something you achieve once. Alignment is something you practice every day.

As you return to your school, I hope you'll continue asking one simple question:

What Deserves My Leadership Today?

YOUR LEADERSHIP COMMITMENT

Before You Return to Your School...remember

Leadership doesn't change because of one conference.

Leadership changes because of one intentional decision repeated consistently.

Complete the statements below.

- The one leadership habit I want to strengthen is:

- The one responsibility I need to rethink is:

- The one priority I will intentionally protect is:

Every decision is shaping something.

I choose to shape what matters most.

STAY CONNECTED

I'd love to continue the conversation and support your leadership journey.

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Check out my website for weekly newsletters, weekly blogs, and be part of a community helping leaders align what matters most.

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