

Self Assessment Checklist CEO Skills Development

How do your personal organization, coaching and change management skills measure up against our experts' practices? To find out, print out the questionnaire below and see how well you score. Click on each subheader to learn more.

Time Management/Personal Organization	
_____	I regularly set aside 30 minutes at the end of each day as daily planning/personal organization time.
_____	I conduct weekly one-to-one briefing sessions with each of my direct reports.
_____	I set aside five to 10 hours per week of "personal work time" to work solely on my projects and personal commitments.
_____	Our organization has a clearly defined standard operating procedure regarding interruptions. We interrupt each other only when something is urgent <i>and</i> important.
_____	I keep a clean, uncluttered, stack-free office, purging my office and files of unnecessary paper at least twice a year.
(Self-scoring: 1 or less = serious problem area; 2 = area needs major improvement; 3 = area needs moderate improvement; 4 = area needs minimal improvement; 5 = system is world-class in this area)	
Coaching	
_____	In our organization, coaching is considered a privileged developmental tool for the top performers, not a remedial or fix-it process for underachievers.
_____	Coaching is a voluntary process; it is never forced upon anyone.
_____	Coaching is implemented as an ongoing process, not a one-time event.
_____	The CEO serves as a role model by having at least one, if not several, personal coaches.
_____	We do not put people in coaching positions without first having been coached and then receiving training to develop their coaching skills.
(Self-scoring: 1 or less = serious problem area; 2 = area needs major improvement; 3 = area needs moderate improvement; 4 = area needs minimal improvement; 5 = system is world-class in this area)	

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Change Management	
_____	The CEO understands and effectively fills the different roles required during major organizational change.
_____	The management team understands the different levels and different phases of organizational change and the key management principles of each.
_____	The management team understands that resistance to change is normal and plans for it during all phases of the change.
_____	The management team understands the key "pulse points" of organizational change and includes them in all planning efforts.
_____	The management team constantly communicates the "who, what, when, where and why" during all phases of the change.
(Self-scoring: 1 or less = serious problem area; 2 = area needs major improvement; 3 = area needs moderate improvement; 4 = area needs minimal improvement; 5 = system is world-class in this area)	