



ROUTINES DIAGNOSTIC

Instructions:

Consider each of the aspects of Routines below. How effective are each of these things in your team right now?

- 1= Poor (people are unclear what to do, what to use, how it works)
- 2= OK (some people are clear but there's an inconsistent approach to this)
- 3= Good (most people are clear but one or two do things differently)
- 4= Excellent (everyone in the team is clear and everyone does this consistently)

Tools (e.g. software, hardware)	<input type="text"/>
Processes	<input type="text"/>
Meetings (e.g. 1-2-1s, team meetings)	<input type="text"/>
Making decisions (e.g. who makes what decision, when)	<input type="text"/>
Communicating (e.g. how the team stays in touch with each other and keeps each other Informed including email)	<input type="text"/>
Escalations (what to do when things go wrong)	<input type="text"/>
Planning and adjusting work	<input type="text"/>
Managing individual and team performance	<input type="text"/>
Sharing learning and best practices	<input type="text"/>
Engaging externally (e.g. customers, suppliers, partners)	<input type="text"/>

Total score:	<input type="text"/>
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Interpreting your score:

- 35+ You've nailed routines in your team!
- 30+ Pretty good, work with the team to improve the few gaps
- 21+ Needs some work
- <21 Not great at all, you've got work to do



COACHING

What insights does this give you about routines in your team?

What actions will you take?