



WEEKLY ALIGNMENT AUDIT

Date: _____

Reviewer: _____

PART 1: LOOK AT YOUR CALENDAR FOR THE LAST 5 DAYS. BE HONEST.

1. The Energy Split: Estimate the percentage of energy spent in these three modes. (Must total 100%)

- The Firefighter (Fixing immediate problems): _____ %
- The Diplomat (Managing politics/meetings): _____ %
- The Architect (Building systems/strategy): _____ %

Target for Transitioning Leaders: Architect should be > 20%.

2. The Theft Audit: Who or what stole the most time from you this week?

- My own perfectionism (Redoing work)
- A specific person: _____
- Unnecessary meetings
- Email / Slack distraction

PART 2: THE IDENTITY CHECK (Qualitative) Review your "Identity Contract"

3. The Critical Incident: Think of the most stressful moment this week. How did you react?

- Old Behaviour: I reacted emotionally / I jumped in to fix it.
- New Behaviour: I paused / I coached them to fix it.

4. The "No" Counter: How many times did you say "No" to a request that didn't align with your goals?

Count: _____

If the number is 0, you are drifting.

PART 3: THE CORRECTION

5. The Anchor for Next Week: What is the one Forcing Function you will install next week to prevent drift?

- Block "Deep Work" time on calendar (and defend it).
- Cancel one recurring meeting.
- Leave the laptop closed until 9:00 AM.
- Other: _____