



THE C-SUITE GROUP

WORK ON THE BUSINESS WHILE WE WORK IN IT



Vision Alignment Workbook

1. Defining Your Vision Statement

- What is your company's long-term mission?
- What impact do you want to make in your industry or community?
- What are your core values?

Write your vision statement here:

2. Breaking Down the Vision into Achievable Milestones

- What are your top 3 long-term business objectives? (3-5 years)
 - 1.
 - 2.
 - 3.
- What short-term goals (next 12 months) will move you toward these objectives?
 - 1.
 - 2.
 - 3.

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3. Leadership Alignment & Strategic Focus

- Do all key stakeholders agree on the company’s direction?
- What are the top priorities for each department?
- How will success be measured?

Action Plan for Leadership Alignment:

4. Vision Implementation Roadmap

Quarter	Key Initiatives	Responsible Party	Success Metrics
Q1			
Q2			
Q3			
Q4			

5. Tracking & Adjustments

- How will you ensure the team stays aligned with the vision?
- What adjustments may be needed based on business changes?

6. Review Schedule:

- Weekly Leadership Meetings
- Quarterly Business Reviews
- Annual Strategic Planning