



Vision Alignment Worksheet

Are You Headed Where You Are Called To Go?

Purpose:

The worksheet helps nonprofit leaders, faith-based executives, and ministry workers examine whether their day-to-day work reflects their stated vision, and where realignment may be needed. It's both diagnostic and action-focused – providing a simple, honest snapshot of where energy is going versus where it's called to go.

1. My Stated Vision

In 1–2 sentences, what is the purpose or mission I believe I've been called to fulfill?

2. Where My Time Goes

List the 5 most common activities you spend time on each week.



3. The Alignment Check

Reviewing 1 and 2, list the elements of the vision (1) and the current Task/Responsibilities (2)

Elements of the Vision	Current Top Tasks/Responsibilities

Start with the elements of the Vision and draw an arrows or make notes showing which tasks/responsibility aligns to that element of the vision; then using the following marks identify based on the element and the task is it aligned (✓), neutral (~), or pulling away (X) from the vision.

EXAMPLE Vision: Empowering the Community in Civil Engagement

Elements of the Vision	Current Top Tasks/Responsibilities
(~) Empowering the Community 	Write OpEds weekly
(X) Engage in Civil Matters 	Update Social Media

Writing an OPEd could contribute to empowering the community if the community is reading the articles; Updating Social Media could be viewed as engaging in Civil Matter for some, however are social media post really engaging in Civil Matters? Defining engagement would determine if the task is aligned to the vision.

4. What's Helping / What's Hurting

What activities or systems currently support your vision?

What's getting in the way – internally or externally?

5. Realignment

In the next 30 days, what will I...

Start doing:

Stop doing:

Delegate or reframe:

Explore deeper with support (coaching/planning):