To get the job done you need to align resources to the task and ensure everything is organized. That takes care of the work, but you also need to attend to your team. Your most important job is to coach your direct reports and develop them into the leaders of tomorrow. Rate yourself on how well you are “aligning” your direct reports using the following questions:

- Do my direct reports know what the primary mission and vision are for our organization?
- Do my direct reports understand what our organizational goals and objectives are?
- To what extent do I keep my subordinates informed about current organizational plans and operating results?
- Do my direct reports have an input as to what our department’s goals will be? How committed are they to the attainment of those goals?
- Do my direct reports understand the relationship between our own department’s goals with those of the organization as a whole?
- To what extent do my direct reports “have a say” in determining how to achieve our team’s goals?
- Do my direct reports understand the role they play in the attainment of our team’s goals?
- Can my direct reports identify their three or four key responsibilities?
- To what extent is there agreement between me and my direct reports about what results I expect from them?
- Do I involve my direct reports fully in decisions that relate to them and their work?