

Sync to Swim

WORKSHEET



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Twenty-first-century business requires agility—from teams, from institutions, and from leaders—and that agility comes from synchronized leadership. High performing project leaders know how to maximize the “Sweet Spot” and *optimize* the various needs of Institution, Project, and People. This worksheet will allow you to analyze your Institution, Project, and People to find the “Sweet Spot” of high performance.

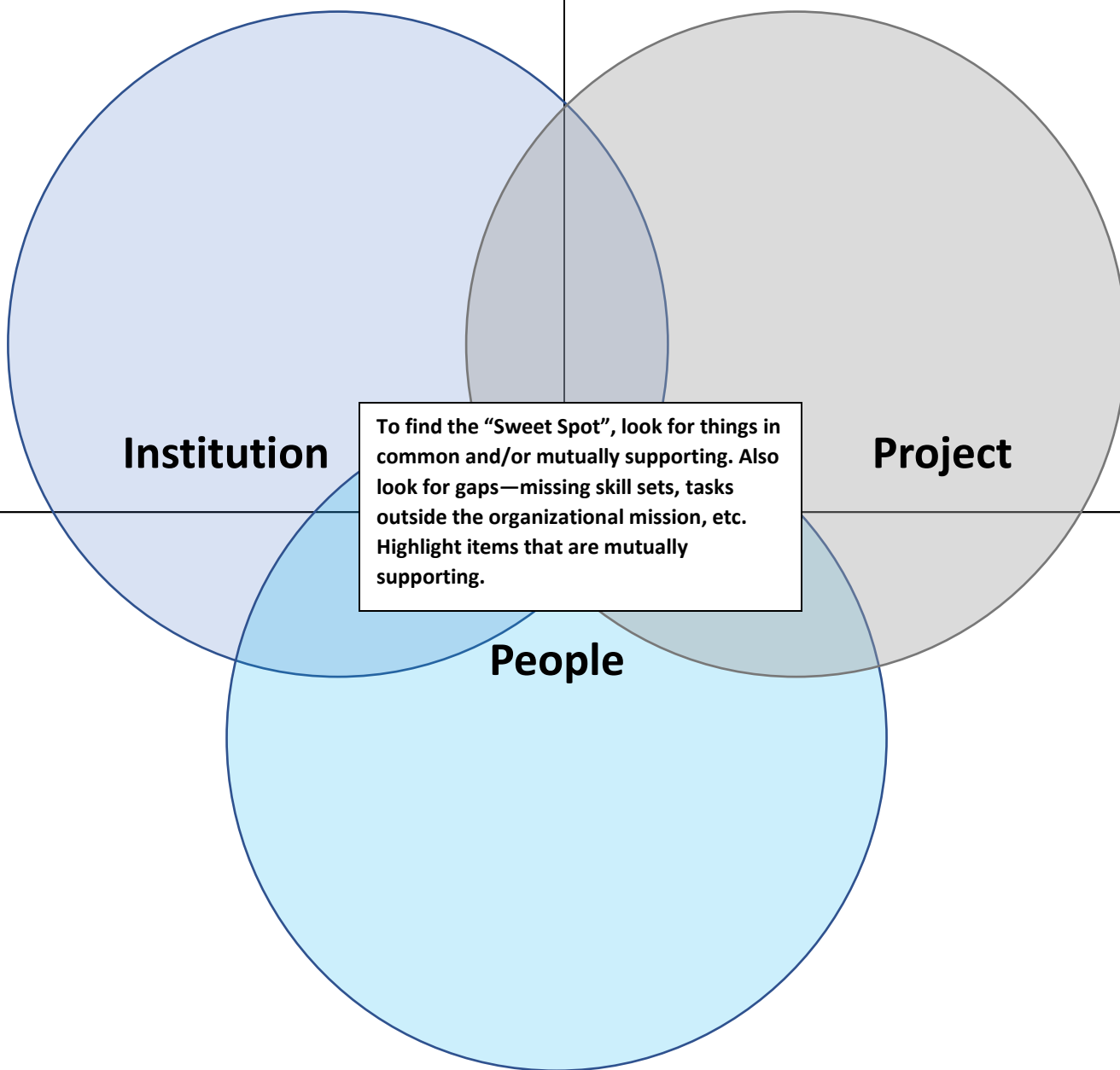
Step 1. What’s My Institution (Company) Mission? *Write your institutional mission, NOT the motto or slogan, but the product or service you produce.*

Step 2. What’s My Task? *Write a brief statement about the actual task you’re trying to accomplish. Make it succinct and describe the deliverable.*

Step 3. Who’s on My Team? *List the team members and stakeholders*

List Specific Needs of the Institution (policies, profit, ethics, etc):

List Specific Needs of the Project (individual tasks, budget constraints, deliverables, etc.):



List Specific Needs of the People (Which people are best at which jobs, specific personal needs/situations):