

Personal and Business Development Framework for (New) Executives

Personal Vision Statement

What is my personal mission statement? Why do I want this new position? Why was I chosen for this position? What skills, abilities and attributes did I demonstrate (or promise to demonstrate) which led to my selection? What am I going to be measured on? Why does this position exist? What is it supposed to accomplish?

Strategic Priority
#1

How does that
effect me?

Strategic Priority
#2

How does that
effect me?

Strategic Priority
#3

How does that
effect me?

Strategic Priority
#4

How does that
effect me?

Strategic Priority
#5

How does that
effect me?

What is my
Priority #1?

What is my
Priority #2?

What is my
Priority #3?

What is my
Priority #4?

Culture

What is the current culture and what kind of culture do I want to create? What *values*/ attributes am I going to instill to create that environment?

My Team Core Values

What are my team's values and expectations to which we all will be held *accountable*?
What are the expectations we have of each other?

Theoretical Framework

What is the *theoretical* / philosophical / practical / experiential framework that I will use to achieve my goals? How will I demonstrate scientific rigor to achieve consistency and predictability to my implementation process? How will I achieve credibility?

Key Stakeholders

Who are my key internal and external stakeholders? What are their characteristics? What kind of meetings do I need to have with them to understand their issues and to help make them successful? Which ones do I *delegate*?

Definitions of Success

What are the *Definitions of Success* for each my key clients and customer Segments? What do I need to do to understand their key priorities?
How do we presently measure up? How can we now exceed their expectations? How do I build my relationship with them?

Products and Services

What products, services and deliverables do I need to deliver to each of my stakeholders in order to create value for them and be seen as contributing to their success? What is the present quality of each of those deliverables? How do we exceed expectations?

Short Term Prioritized Activities

- How do we **prioritize** our activities?
- What are the Short Term activities for each we need to deliver to meet those definitions of success?

Medium Term Prioritized Activities

- How do we **prioritize** our activities?
- What are the Medium Term activities for each we need to deliver to meet those definitions of success?

Long Term Prioritized Activities

- How do we **prioritize** our activities?
- What are the Long Term activities for each we need to deliver to meet those definitions of success?

Skills and Abilities

What are the attitudes, skills and abilities that are required for my people to deliver on our promises? What are the Learning and Development Plans that will enable our people to deliver? How do we coach and mentor them so they will be successful?

Risk Management

Communication
Internal / External

Human Resources

Performance
Evaluation / Metrics

Strategic

Operational

Tactical

Human Capital