

# AIM Manager Assessment Tool

This tool is to be used by managers to help ensure ideal conditions for a productive A.I.M. culture. It is meant to serve as a self-assessment guide that is best used periodically, not as a daily, weekly, or monthly checklist. To be effective, it must be used with an attitude of true introspection and reflection, and it will yield the best results when managers are most open to receiving constructive feedback.

## Am I creating the right environment?

- Do I consistently have the mindset that my team members want to succeed and that it's my job to help them do so rather than punish them when they do not?
- Do I consistently exhibit characteristics consistent with being a respected person, specifically . . .
  - Am I polite?
  - Do I listen well?
  - Am I genuinely helpful?
  - Do I take accountability and refrain from making excuses?
  - Do I let go of my anger and forgive and forget?
  - Am I willing to change?
- Do I have the right people on the team based on their personal characteristics?
- Do I effectively monitor the attitudes of individual team members and influence them without blaming them?
- Do I create a culture of safety wherein team members can . . .
  - make mistakes without fear of punishment?
  - ask for help without fear of judgment?
  - ask questions for clarification?
  - express disagreement without fear of retaliation?

## Am I leading with behaviors that foster an AIM culture?

- Do I insist on the constant presence of an active action list for all team members?
- Do I use and enforce consistent language among all team members for objectives, standards, and actions?
- Do I consistently demonstrate maniacal passion and enthusiasm for action item management?

## Am I establishing good direction for the team?

- Do I clearly identify the objectives in terms of standards, tasks, or projects?
- Do I consistently use SMART goals (specific, measurable, attributable, realistic, time-related)?
- Do I match the appropriate type of action item to all objectives (routines, assignments, or project plans)?
- Do I provide an appropriate amount of direction to team members when assigning tasks to them?
- Do I break project plans down into pieces that are manageable enough for team members?

## Am I maximizing the probability of effective and consistent team execution by helping them do things the right way?

- Do I keep team members focused on doing the right behaviors rather than looking only at results?
- Do I keep team members from getting off-track because of side ventures?
- Do I follow up by using personal inspection?
- Do I follow up with enough frequency that team members expect and predict that I will do so?
- Do I provide redirection to change team member behaviors when my follow-up reveals gaps relative to intentions?
- Do I remove obstacles for team members to help them achieve success?
- Do I coach team members to improve their skills over time?
- Do I have in place a system of annual performance objectives that are tied to team members' daily responsibilities?
- Do I hold regular (weekly?) progress meetings with every member of the team?
- Do I manage time effectively by prioritizing my own actions that facilitate actions by the team?
- Do I intentionally and purposefully schedule time to perform management activities?
- Do I recognize quickly when results are falling short and start troubleshooting by examining team actions?