

## **Check List to Manage Purpose & Meaning in Organizations**

- ✓ **Identify** with employees their personal strengths, traits, and values that reinforce the connection of their Job Function (what they do) to their Individual Purpose (why they do it) in their job in the organization.
- ✓ **Identify** with employees processes to creatively use personal strengths, traits, and values that reinforce their Job Function & Individual Purpose.
- ✓ **Match** the Individual Purposes that motivate employees to the jobs they do with the overall Organizational Purpose.
- ✓ **Build in Time** for both individual and organizational level self-reflection in Team Huddles to help people discover lessons from setbacks and develop the resilience to get in front of and then facilitate the pace of change that supports the relationship of individual and organizational purpose.
- ✓ **Match** the Individual Purposes that motivate employees to the jobs they do with Organizational Purpose.
- ✓ **Create a Team Charter:** A Team Charter is a process that leaders (CEO, VP, Director, Manager, Supervisor Level) can use in meetings to engage employees in clarifying the purpose, mission, vision, values, team agreements and brand of each team in the context of these same processes for the overall organization. The Team Charter has the following components:
  - ✓ **Assess Current State:**
    - ✓ Define Team Purpose = Why We Exist
    - ✓ Define Team Mission = What We Do
    - ✓ Define Team Vision = Where We Are Going
    - ✓ Define Team Values = How We Will Work Together
    - ✓ Define Team Brand = The unique Value Proposition We Will Make
    - ✓ Define Team Rules = Rules of Engagement
  - ✓ **Implement Quality Action Teams:**
    - ✓ Define the Quality Action Teams (QAT's) that will develop the timeframes for the Team Charter completion and action steps to set up Team accountabilities to implement the Charter and the work that must be accomplished.
  - ✓ **Predict a Future State:**
    - ✓ **Predicts the Outcomes** expected by the Team Charter components.
    - ✓ **Allows for a Gap Analysis** to be completed that determines strategic opportunities to meet targeted expectations of the Team Charter.