

Thoughtfully RuthlessSM Assessment

Part 1

Name:
Title:
Company:

Rate each question:
1: Strongly Disagree
2: Disagree
3: Neither agree / disagree
4: Agree
5: Strongly Agree

		Rating
1.	I am satisfied with my discretionary time.	
2.	The use of my time at work plays to my strengths.	
3.	Meetings that I attend are productive and drive my goals.	
4.	I am proactive with meeting commitments and rarely miss deadlines.	
5.	I have regular slots of open space on my calendar.	
6.	I control my calendar; it doesn't control me.	
7.	I use effective techniques for managing my action and follow-up list.	
8.	My inbox is organized and I attend to it deliberately.	
9.	I proactively dedicate time to managing my boss, the board, or senior leadership team.	
10.	I am satisfied with my focus of short-term action vs. long-term thinking.	
11.	I am imperturbable: small distractions do not knock me off course.	
12.	I am energized and inspired at work.	
13.	I know what reenergizes me and prioritize that each day.	
14.	I take care of myself before I take care of others.	
15.	I consistently get the sleep, exercise, and nutrition I need.	
16.	I surround myself with people who inspire me, energize me, and make me laugh.	
17.	I have an enviable inner circle of advisers who offer me support and candid feedback.	
18.	I regularly connect with peers outside my team to exchange ideas, learn, and explore.	
19.	My energy is spent on customers, profits, and products, not internal drama or politics.	
20.	I regularly reflect and acknowledge successes and learn from achievements and misses.	
21.	I am Thoughtfully Ruthless with the allocation of budget and people to deliver priorities.	
22.	I have two successors on my team who could take my job in the next 12 months.	
23.	I hold the bar high for my team and take appropriate corrective action.	
24.	I have mechanisms in place to monitor results from projects and ongoing activities.	
25.	I have regularly realigned my team as my business has grown.	
26.	I create space for my team to innovate.	
27.	I have a vision and plan for how my organization will grow in the next two years.	

28.	The meetings I own are decisive, energizing, and deliberate.	
29.	I regularly prioritize initiatives and reallocate resources to ensure successful delivery.	
30.	I reward achievements that accelerate company, team, and individual goals, in that order.	

Part 2

1. Your dream work calendar

Dream of the possibilities. If you were in complete control, how would you ideally approach your work and life?

Design your ideal day:

Include start time, finish time, and approach to personal commitments.

Design your ideal week:

Include remote working, approach to weekends, etc.

Design your ideal year:

Include ideal number and frequency of vacations, long weekends, amount of business travel, etc.

Thoughtfully RuthlessSM Assessment

Design your ideal allocation of time:

What would be your ideal allocation of work by percentage (e.g., 10% planning, 20% team management, 20% project management, etc.)?

2. Your current work calendar

Describe your current typical day:

What is your typical start and finish time and approach to personal activities?

Describe your current typical week:

Include remote working, approach to weekends, etc.

Describe your last year:

List number of holidays taken, extended breaks, business travel, etc.

Describe your current allocation of work:

Looking back over the last three – six months, what has been your approximate allocation of your time by percentage (e.g., 10% planning, 20% team management, 20% project work, etc.)?

3. Your current meeting schedule

List all of the current meetings you attend:

Meaningful meetings have:

- A clear purpose
- Intentional attendees
- Clarity about whether informing, deciding, or debating
- The same information provided to all attendees before decisions are made
- Deliberate use of time
- Documented action items and follow up

Rate each meeting:

1. **Exemplary:** Achieves purpose effectively, no room for improvement
2. **Could do better:** Is effective in parts, but does not meet the six critical meaningful meetings criteria
3. **Energy sapper:** Not a good use of my time

Thoughtfully RuthlessSM Assessment

Meeting	Owner	Attendees (number and roles)	Purpose	Frequency & Duration	Rating

4. Accelerators and Decelerators

Accelerators are conditions, triggers, situations, or people that speed up how Thoughtfully Ruthless you are. Be as specific and detailed as possible. You can also use recent examples.

List them all here:

-
-
-
-
-

Decelerators are conditions, triggers, situations, or people that prevent you from being Thoughtfully Ruthless. Be as specific and detailed as possible. You can also use recent examples.

List them all here:

-
-
-
-
-

5. Procrastination Destination?

Where do you go when you procrastinate? What do you do? How long do you stay? How frequently do you visit? Note here how you procrastinate and where you end up when you procrastinate, the more specific the better.

For example, *“I procrastinate by going to Facebook. It is easy for me to spend ten minutes on Facebook each time I visit. I usually visit three times a day.”*

6. Immediate insights?

Use this space to note any immediate observations or insights. Also pay attention to how you felt completing this assessment. Were you inspired and energized or frustrated and annoyed?

7. Ideal support?

Share any initial ideas for what support would help you build on your strengths and help you feel more Thoughtfully Ruthless about how you spend your time, energy, and resources.

About Val Wright

Internationally acclaimed innovation expert Val Wright was named as one of the top 50 resources for Chief Operating Officers by ClickSoftware. She is one of only 64 experts inducted into the Million Dollar Consultant® Hall of Fame. Her clients include Starbucks, LinkedIn, Microsoft, Financial Times, and DreamWorks Animation. Val's corporate experience includes tenures during dramatic growth periods at Amazon, BMW, Microsoft, Harrods, Marconi, and Sema Group.

Val participated on the small team that created the fastest-selling device of all time, Kinect for Xbox, which contributed to the turnaround of Microsoft's Entertainment business from a billion-dollar loss to a multimillion-dollar profit machine.

Her unique approach, which she has trademarked as Thoughtfully Ruthless™, has produced typical client results of market domination in extraordinarily short time frames along with compassionate truth telling, fearlessness, and extensive creative, technical, and leadership gains.

Val's forthcoming books include: *Thoughtfully Ruthless: The Key to Exponential Growth* (Wiley, May 2016) and *Innovation Trifecta: How to Catapult Innovation by Creating a Symbiotic Relationship between Creative, Business, and Technical Teams*. She is a regular contributor on CNBC, Inc. Magazine, Business Insider, Fast Company, Bloomberg, Reuters, LA Times, MSN, and Today.