Leadership Team Alignment Audit

The Core Principle

Misalignment among leadership is one of the most destructive forces in organizations. When leaders disagree on strategy, values, or priorities, the entire organization suffers from confusion, conflicting directives, and wasted energy. This checklist helps you identify misalignment before it damages the organization.

Part 1: Strategic Alignment

Do we agree on strategy?

- [ ] Strategy clearly documented: [ ] Yes [ ] No
- [ ] All leaders understand the strategy: [ ] Yes [ ] No
- [ ] All leaders agree with the strategy: [ ] Yes [ ] No

Strategic Clarity:

- [ ] Where are we going? _____
- [ ] Why are we going there? _____
- [ ] How will we get there? _____
- [ ] What's our competitive advantage? _____

Individual Perspectives:

For each leader:

- [ ] Leader: _____
- [ ] Their understanding of strategy: _____
- [ ] Their agreement level: [ ] Strongly agree [ ] Agree [ ] Neutral [ ] Disagree [ ] Strongly disagree

- [ ] Any concerns: _____

Part 2: Values and Culture Alignment

Do we share values?

- [ ] Core values clearly defined: [ ] Yes [ ] No
- [ ] All leaders understand the values: [ ] Yes [ ] No
- [ ] All leaders live the values: [ ] Yes [ ] No

Values Alignment:

- [ ] Value 1: _____
  - [ ] Leader A: [ ] Aligned [ ] Misaligned
  - [ ] Leader B: [ ] Aligned [ ] Misaligned
  - [ ] Leader C: [ ] Aligned [ ] Misaligned
- [ ] Value 2: _____
  - [ ] Leader A: [ ] Aligned [ ] Misaligned
  - [ ] Leader B: [ ] Aligned [ ] Misaligned
  - [ ] Leader C: [ ] Aligned [ ] Misaligned

Culture Assessment:

- [ ] What's our culture? _____
- [ ] Is it intentional or accidental? _____
- [ ] Is it healthy? [ ] Yes [ ] No [ ] Partially

Part 3: Priority Alignment

Do we agree on priorities?

- [ ] Top 3 priorities clearly defined: [ ] Yes [ ] No

- [ ] All leaders agree on priorities: [ ] Yes [ ] No
- [ ] Resources allocated to priorities: [ ] Yes [ ] No

Priority Alignment:

- [ ] Priority 1: _____
  - [ ] Leader A priority ranking: ____
  - [ ] Leader B priority ranking: ____
  - [ ] Leader C priority ranking: ____
  - [ ] Alignment score: ____/10
- [ ] Priority 2: _____
  - [ ] Leader A priority ranking: ____
  - [ ] Leader B priority ranking: ____
  - [ ] Leader C priority ranking: ____
  - [ ] Alignment score: ____/10
- [ ] Priority 3: _____
  - [ ] Leader A priority ranking: ____
  - [ ] Leader B priority ranking: ____
  - [ ] Leader C priority ranking: ____
  - [ ] Alignment score: ____/10

Part 4: Decision-Making Alignment

Do we make decisions the same way?

- [ ] Decision-making process documented: [ ] Yes [ ] No
- [ ] All leaders follow the process: [ ] Yes [ ] No
- [ ] Decisions are made consistently: [ ] Yes [ ] No

Decision-Making Assessment:

- [ ] Who makes what decisions? _____
- [ ] How are decisions made? _____
- [ ] How are disagreements resolved? _____
- [ ] Are decisions final or revisited? _____

Recent Decisions:

- [ ] Decision 1: _____
    - [ ] All leaders supported it: [ ] Yes [ ] No
    - [ ] Any concerns: _____
- [ ] Decision 2: _____
    - [ ] All leaders supported it: [ ] Yes [ ] No
    - [ ] Any concerns: _____

Part 5: Communication Alignment

Do we communicate consistently?

- [ ] Key messages documented: [ ] Yes [ ] No
- [ ] All leaders deliver same message: [ ] Yes [ ] No
- [ ] Communication is transparent: [ ] Yes [ ] No

Communication Assessment:

- [ ] How do we communicate with the organization? _____
- [ ] Are messages consistent? [ ] Yes [ ] No [ ] Mostly
- [ ] Do people understand the strategy? [ ] Yes [ ] No [ ] Mostly

Message Consistency:

- [ ] Message 1: _____
    - [ ] Leader A delivers it: [ ] Yes [ ] No
    - [ ] Leader B delivers it: [ ] Yes [ ] No

- [ ] Leader C delivers it: [ ] Yes [ ] No

Part 6: Misalignment Identification

Where are we misaligned?

- [ ] Strategic misalignment: _____
- [ ] Values misalignment: _____
- [ ] Priority misalignment: _____
- [ ] Decision-making misalignment: _____
- [ ] Communication misalignment: _____

Impact Assessment:

For each misalignment:

- [ ] Misalignment: _____
- [ ] Impact on organization: _____
- [ ] Severity: [ ] Critical [ ] High [ ] Medium [ ] Low
- [ ] Root cause: _____

Part 7: Alignment Action Plan

How will we get aligned?

- [ ] Misalignment 1: _____
  - [ ] Action: _____
  - [ ] Owner: _____
  - [ ] Timeline: _____
  - [ ] Success metric: _____
- [ ] Misalignment 2: _____

- [ ] Action: _____
- [ ] Owner: _____
- [ ] Timeline: _____
- [ ] Success metric: _____

Ongoing Alignment:

- [ ] Quarterly alignment review scheduled
- [ ] Decision-making process documented
- [ ] Communication cadence established
- [ ] Escalation process for disagreements defined
