

# The Five Moments™

## A 10-Minute Alignment Check

Alignment doesn't usually break all at once. It shifts in small, often unnoticed ways. This quick check is designed to help you spot early signs of drift—before they become bigger issues.

For each area, mark where things currently stand: On Track | Needs Attention | Drifting

### 1. Meetings

- Meetings stay focused and on purpose
- Conversations lead to clear outcomes 701.212.5862
- Next steps are defined and understood

Score: On Track | Needs Attention | Drifting

### 2. Decisions

- Decisions are made with the right context
- Outcomes match original intent
- Decisions don't need to be revisited unnecessarily

Score: On Track | Needs Attention | Drifting

### 3. Mission

- Priorities are clearly tied to mission
- Work aligns with strategic direction
- We are saying 'yes' to the right things

Score: On Track | Needs Attention | Drifting

### 4. Conflict

- Issues are addressed directly and constructively
- Tension leads to better outcomes
- Problems are not avoided or delayed

Score: On Track | Needs Attention | Drifting

### 5. Projects

- Key initiatives are making meaningful progress

- Work stays aligned to original goals
- Progress is clear—not just activity

Score: On Track | Needs Attention | Drifting

## Reflection

Where do you see the most needs attention or drifting?

What's one area that needs attention right now?

## What Your Results Mean

Mostly on track — You're aligned, but keep monitoring.

Mix of on track and needs attention — Early drift is forming.

Multiple drifting — Alignment is actively breaking down.

Drift doesn't come from a lack of effort. It comes from a lack of visibility. The Five Moments are one way to make that visible again.