



Goal Alignment Worksheet

A 10-minute exercise to find out if your team is aligned on the goal, or just aligned on the deadline.

Most teams don't fail because they disagree. They fail because they assume an agreement that was never actually confirmed. Grab three people on your team and work through this worksheet together this week.

Part 1: The Priority Test

Before reading further, ask three people on your team, separately and without letting them compare notes, to write down one sentence: "What is our #1 priority this quarter?" Record what they say.

Person 1: _____

Person 2: _____

Person 3: _____

What this tells you: If you get three different answers, you just found a clarity gap.

Part 2: Define "Done"

For your team's current top priority, ask two people to separately answer: "How will we know this is done?" Write both answers side by side.

My definition of done: _____

Their definition of done: _____

Where they differ: _____

What this tells you: A shared deadline is not the same thing as a shared goal.

Part 3: The Tradeoff Rule

When two good priorities compete for the same time, budget, or attention, something has to lose. Write the rule your team actually uses, not the one you wish you used.

Our tradeoff rule: _____

What this tells you: If you can't write one down, your team is deciding this differently every time it comes up.

Part 4: Decision Rights

For your top priority, who actually has the authority to make the final call if people disagree?

Decision owner: _____

Does everyone on the team know this? ☐ Yes ☐ No

What this tells you: If you can't write one down, your team is deciding this differently every time it comes up.

If more than one section came up blank, vague, or contradictory, the fix isn't more communication. It's a direct conversation about what you're actually optimizing for, and who decides when priorities collide.

This worksheet is built around the Strategic Alignment domain of the Team Alignment Risk Scan, one of five patterns Mosaic Worx measures with leadership teams.