



WORKANIZERS

Organizational Tools for Managers

- ✓ Set up your own Management System.
- ✓ Streamline all workflows to run effortlessly.
- ✓ In 6 weeks.

Identify Weaknesses in Your Company's Organization

Thank you for showing interest in strengthening your company's organization. We're excited to provide you with the tools you need to identify areas for improvement and pave the way for significant growth. The test consists of four sections and 15 questions.

Sections are:

1. Bridge between Strategy and Business Operations
2. Infrastructure for Daily Business Operations
3. Management of Day-to-Day Business Operations
4. Maintenance of Organizational Infrastructure and Cross-Process Coordination

This test is designed to help you uncover hidden weaknesses within your company's organization. By identifying these areas, you can start making informed decisions towards building a more robust and efficient management system.

Rate each question using a scale of 1 to 4. Add up the points for each section and review the feedback for that score. Consider the individual section results as a composite score.

Should you have any questions or need further assistance, please don't hesitate to contact us at workan@workanizers.com. We're here to support you every step of the way!

Serg Salvus

CEO at Workanizers

Bridge between Strategy and Business Operations

- Are you confident that your current business organization is 100% capable of achieving your business goals?

- How can you establish a target-oriented business organization that will succeed if the ideas about customers, products and services, and competition are unclear?

1. Question:

How well-defined is your current business idea, including target customer segments, value proposition, and competitive advantages?

1	2	3	4
Inadequate	Passable	Acceptable	Good!

- How can you ensure that everyone is working towards the same objectives if there are no clearly defined goals?

- Does your organizational infrastructure facilitate the achievement of business goals, or hinder them?

2. Question:

How effectively are your business goals communicated across your organization, with clear operational objectives and key performance indicators?

1	2	3	4
Inadequate	Passable	Acceptable	Good!

- Is your organizational infrastructure designed to really support the achievement of your business goals?

- How can you expect to be successful in business when your organization is knocked together using some obsolete practice?

3. Question:

To what extent is your organizational infrastructure built based on business ideas and goals?

1	2	3	4
Inadequate	Passable	Acceptable	Good!

Section score:

Bridge between Strategy and Business Operations

Answer each question above with a score of 1 to 4 points, then add up the points for each section and write the total down here.

Your Section Score	
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(minimum 3 - maximum 12 points)

- **3-5 Points:** Urgent action is required to enhance alignment between business ideas, goals, and organizational infrastructure.
 - **6-8 Points:** Immediate efforts are needed to close the significant gap between strategy and operations.
 - **9-11 Points:** Optimization opportunities exist to strengthen the alignment between strategies and operations further.
- 12 Points:** Your alignment between strategies and operations is good. Keep up the good work.

Infrastructure for Daily Business Operations

- Do your employees constantly have to reinvent the wheel when performing some tasks? Or are they doing it incorrectly again?

- How can you ensure that employees will deliver consistency, efficiency, and quality in their daily work without insight into the company's best practices collected in processes and procedures?

4. Question:

How effectively do your current documented processes and procedures contribute to error-free task execution?

1	2	3	4
Inadequate	Passable	Acceptable	Good!

- Have you ever noticed that the management team is overloaded or that their scope of responsibility is unclear to them?

- How can you expect to achieve your business objectives without clear managerial roles and responsibilities?

5. Question:

How clearly defined are the roles and responsibilities within your management team?

1	2	3	4
Inadequate	Passable	Acceptable	Good!

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- Have you ever faced challenges in finding the right person for the right task?
 - How much time and resources are wasted when employees are not engaged according to their abilities?
 - Without a clear understanding of your employees' strengths and capabilities, how can you maximize their potential and drive productivity?

6. Question:

How well does your organization match employee capabilities with tasks?

1	2	3	4
Inadequate	Passable	Acceptable	Good!

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- Have you ever tried to achieve a goal without first having a plan for how to do it? ... You shouldn't.
 - Have you ever been caught off guard by a late report or missing information on a report?
 - How can you make informed decisions without accurate and timely data?

7. Question:

Do managers frequently resent the planning and reporting practices?

1	2	3	4
Very Often	Often	Sometimes	Never

Section score:

Infrastructure for Daily Business Operations

Answer each question above with a score of 1 to 4 points, then add up the points for each section and write the total down here.

Your Section Score	
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(minimum 4 - maximum 16 points)

- **4-7 Points:** Critical infrastructure weaknesses demand urgent, significant development in your organizational infrastructure.
- **8-11 Points:** Immediate refinement of your organizational infrastructure is necessary.
- **12-15 Points:** Your organizational infrastructure is robust, with minor adjustments recommended.
- **16 Points:** Your organizational infrastructure is exemplary.

Management of Day-to-Day Business Operations

- Have you ever been swamped by a massive number of tasks that you need to manage simultaneously?

- Without real-time coordination and control, how can you ensure every task is executed efficiently and on time?

8. Question:

How do you plan and control the execution of employee tasks?

1	2	3	4
Inadequate	Passable	Acceptable	Good!

- How often do recurring problems disrupt your operations?

- Without a systematic approach to problem-solving, how can you ensure that issues are truly resolved and not just temporarily patched?

9. Question:

How systematically do you approach problem-solving to prevent recurrent issues?

1	2	3	4
Inadequate	Passable	Acceptable	Good!

- Are you utilizing the collective intelligence of your organization? It's free and very powerful.

- Without a platform to gather and implement improvement ideas, how can you improve and stay ahead of the competition?

10. Question:

How actively does your organization collect and implement improvement ideas from team members?

1	2	3	4
Inadequate	Passable	Acceptable	Good!

- How motivated are your employees to give their best?

- Without rewarding at the right time, how can you drive performance and ensure that top performers are recognized?

11. Question:

How effectively are employees evaluated and incentivized for high performance?

1	2	3	4
Inadequate	Passable	Acceptable	Good!

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- Have you ever been stuck at work because you are missing important information?
 - Why was the information not in the report? And, in fact, there is still no report.

12. Question:

How accurate and timely are internal reports?

1	2	3	4
Inadequate	Passable	Acceptable	Good!

Section score:

Management of Day-to-Day Business Operations

Answer each question above with a score of 1 to 4 points, then add up the points for each section and write the total down here.

Your Section Score	
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(minimum 5 - maximum 20 points)

- **5-9 Points:** A serious overhaul of your operational management practices is needed.
- **10-14 Points:** Significant improvements in your operations management are required.
- **15-19 Points:** High levels of operational management are evident, with further refinement possible.
- **20 Points:** Your organization excels in all aspects of operational management.

Maintenance of Organizational Infrastructure and Cross-Process Coordination

- Have you ever been caught off guard by subtle changes in customer demand that begin to slow down your sales?

- How often do you pay attention to whether your business strategy is no longer aligned with the current business environment?

- Without regular evaluation and adjustment, how can you ensure that your organization remains agile and responsive to evolving business conditions?

13. Question:

How frequently does your organization adapt its strategies to changing market conditions?

1	2	3	4
Inadequate	Passable	Acceptable	Good!

- Have you noticed inefficiencies or misalignments in your organizational infrastructure?

- As your business grows, how do you ensure your organizational infrastructure keeps up with business needs and is kept in top shape?

14. Question:

How effectively do you adapt the organizational infrastructure to market changes?

1	2	3	4
Inadequate	Passable	Acceptable	Good!

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- Ever faced bottlenecks or conflicts in daily operations due to unsynchronized tasks?
 - How can you ensure seamless coordination across various processes and teams?
 - Without efficient synchronization, how can you maximize productivity and ensure smooth operations?

15. Question:

How well does your organization synchronize tasks across different processes?

1	2	3	4
Inadequate	Passable	Acceptable	Good!

Section score:

Maintenance of Organizational Infrastructure and Cross-Process Coordination

Answer each question above with a score of 1 to 4 points, then add up the points for each section and write the total down here.

Your Section Score	
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(minimum 3 - maximum 9 points)

- **3 Points:** Immediate action is required to maintain your organizational infrastructure and improve cross-process coordination.
- **4-6 Points:** Enhance strategic updating and operational synchronization immediately.
- **7-8 Points:** Strengthen your capabilities for updating and coordination.
- **9 Points:** Exemplify outstanding strategic responsiveness and operational efficiency for sustained success.