

The Grounded Manager Instrument

A coaching tool



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The Grounded Manager

The effective manager is a person that has a clear mind and can focus on the things that he/she needs to get done today and is capable of planning for the mid and long term. The aim of this instrument is to help managers clear some of the mental and physical clutter that stops them being as effective as they could be. Please take the time to complete the instrument and carry out the decluttering process proposed afterwards. You will become a more effective manager for it.

The 100 question instrument and its supporting pages should take around 45 minutes to complete, and will require revisiting if it is to be used effectively.

How to score

This instrument is self scoring and based on your own opinion about yourself. The only person that will see this is yourself and those that you choose to share the results with. There are no right or wrong answers. By being honest with yourself, you will be better able to judge the areas that you need to develop yourself in.

To score simply circle the icon in the appropriate column:

☺ = This is correct / right / fully done.

☹ = I am currently working on this area but it is not finished / completed.

☹ = I have not considered this / I have not started working on this / I have not done this.

Physical Environment

☺	☹	☹	My office space is set up in a way that helps me be more effective in my work.
☺	☹	☹	I have a clean and tidy house/apartment.
☺	☹	☹	I maximise the use of my pda / blackberry / mobile for calendar and contact management.
☺	☹	☹	I read a quality newspaper to keep up to date with local and national current affairs.
☺	☹	☹	I can always create some quiet time at work to get my quality thinking done.
☺	☹	☹	My office desk is clean and tidy.
☺	☹	☹	I empty my email inbox on a daily basis.
☺	☹	☹	I have access to and regularly read management and specialist area books.
☺	☹	☹	I know how to maximise the use of my business server / intranet system.
☺	☹	☹	I am up to date on all of the paperwork required for my roles tasks and projects
☺	☹	☹	I am energised by my work environment.
☺	☹	☹	I have access to industry magazines and journals to keep abreast of industry news and changes in the market place.
☺	☹	☹	I am happy with how I dress and look for work.
☺	☹	☹	My work documents for different tasks and projects are up to date and filed well.
☺	☹	☹	I have the tools and resources I need to maximise my productivity.
☺	☹	☹	My email system (outlook and lotus notes) is well set up
☺	☹	☹	I spend at least 3 days a year being trained and developed.
☺	☹	☹	I have a quiet place at home where I can relax.
☺	☹	☹	I let people know when I cannot be disturbed, so I can get things done.
☺	☹	☹	My car/bike is in top condition visually and physically.
☺	☹	☹	I am working on a home improvement project.
☺	☹	☹	I have access to good quality food when at work.
☺	☹	☹	I am able to walk in a nice environment close to my place of work.
☺	☹	☹	I can play music at work and at home that I enjoy and that stimulates me.
☺	☹	☹	I live in the geographic area that I want to live in.

Health and Emotional balance

- ☺ ☹ ☹ I have taken a medical check in the last 12 months and I am healthy.
- ☺ ☹ ☹ I am very happy in my current organisational role.
- ☺ ☹ ☹ I have my weekends free to spend my time with those that I care for.
- ☺ ☹ ☹ I take time to read and listen to music each week.
- ☺ ☹ ☹ I have a non physical (sporty) hobby
- ☺ ☹ ☹ I am happy with the way I feel on a day to day basis.
- ☺ ☹ ☹ People at work know I value my private time and they value it also.
- ☺ ☹ ☹ I do not smoke.
- ☺ ☹ ☹ I do not drink more than the recommended amount of units of alcohol per day.
- ☺ ☹ ☹ I keep a journal/diary to note my thoughts and feelings.
- ☺ ☹ ☹ I create space during the evenings to create quality time with my partner/family.
- ☺ ☹ ☹ I am very happy with how my private life currently is.
- ☺ ☹ ☹ I do not think about work at the weekend.
- ☺ ☹ ☹ I have had a dental check in the last 12 months and my mouth is 100% healthy.
- ☺ ☹ ☹ I am taking at least 3 x 30 minutes of exercise per week.
- ☺ ☹ ☹ I do not take work home with me.
- ☺ ☹ ☹ I do not get stressed or angry with people close to me, due to pressure at work.
- ☺ ☹ ☹ When travelling I keep my calorie intake inline with my “home” diet.
- ☺ ☹ ☹ My weight is in line with my physical height.
- ☺ ☹ ☹ I have had a hearing check in the last 12 months.
- ☺ ☹ ☹ I am looking forward to the next year at work.
- ☺ ☹ ☹ I am happy with the way I look physically.
- ☺ ☹ ☹ I always speak my truth and I feel good for that.
- ☺ ☹ ☹ I monitor my blood pressure once a month.
- ☺ ☹ ☹ I do not feel totally drained at the end of each business day.

Money

- ☺ ☹ ☹ I believe that I am paid fairly for the work that I do.
- ☺ ☹ ☹ I have all of my loans under control.
- ☺ ☹ ☹ I treat myself when I am satisfied with something I have done.
- ☺ ☹ ☹ I have enough money set aside to occasionally those that I care for.
- ☺ ☹ ☹ I have planned for all of my insurance payments for the year.
- ☺ ☹ ☹ I have a financial retirement strategy in place.
- ☺ ☹ ☹ I keep up to date with how the financial markets could affect me.
- ☺ ☹ ☹ I set some money aside each month for personal / professional development.
- ☺ ☹ ☹ I pay all of my bills on time.
- ☺ ☹ ☹ I am up to date with my medical insurance.
- ☺ ☹ ☹ I do not owe anybody I know personally any significant amount of money.
- ☺ ☹ ☹ I know how to calculate my net worth and I know how much it is.
- ☺ ☹ ☹ I have the best mortgage deal available that fits my circumstances.
- ☺ ☹ ☹ I have no legal issues currently outstanding.
- ☺ ☹ ☹ I have my credit cards under control.
- ☺ ☹ ☹ I have enough money for a good break and the occasional weekend away.
- ☺ ☹ ☹ I understand how the financial markets work.
- ☺ ☹ ☹ I have planned financially for the medium and long term.
- ☺ ☹ ☹ I have a will and it is up to date.
- ☺ ☹ ☹ Year on year, I always earn more than the annual increase in inflation.
- ☺ ☹ ☹ I keep up to date with how the financial market could affect my business.
- ☺ ☹ ☹ I manage to save an amount of money a month in line with my mid and long term plans.
- ☺ ☹ ☹ I have money in place for a rainy day.

- ☺ ☹ ☹ I do not worry if I will be able to “survive” until the end of the month.
☺ ☹ ☹ I am more than happy with the revenue that enters my household

Relationships

- ☺ ☹ ☹ I have a very healthy relationship with my line manager.
☺ ☹ ☹ I have an informal mentor in the organisation.
☺ ☹ ☹ I know who and how to ask for additional resources when required.
☺ ☹ ☹ I know how to say no to things that I cannot do or don't need to do.
☺ ☹ ☹ I delegate effectively to people that work for me.
☺ ☹ ☹ I know and practise the principles of effective coaching.
☺ ☹ ☹ I have sat down with my line manager and co-defined my personal development plan for the next 12 / 24 months.
☺ ☹ ☹ People know where they stand with me.
☺ ☹ ☹ I manage well the balance of achieving business results and meeting people's needs.
☺ ☹ ☹ I spend time networking outside of the organisation.
☺ ☹ ☹ I am ethical in my personal and professional life.
☺ ☹ ☹ I keep in touch with people for organisations that I worked with previously.
☺ ☹ ☹ I have a network of peers outside the organisation.
☺ ☹ ☹ I spend quality time each week on an individual basis with my team members.
☺ ☹ ☹ I have a very good relationship with all of my peers.
☺ ☹ ☹ I know how the political organigram works.
☺ ☹ ☹ I am a democratic leader with my team
☺ ☹ ☹ I take some time to support a local charity or NGO.
☺ ☹ ☹ My office door is always open to everyone.
☺ ☹ ☹ I have a very good relationship with all of my direct reports
☺ ☹ ☹ I regularly ask for genuine feedback from people that are around me.
☺ ☹ ☹ I spend time regularly understanding other parts of the business.
☺ ☹ ☹ My family / partner support my professional life.
☺ ☹ ☹ I keep in touch with all of my family, even if they are not local.
☺ ☹ ☹ I am truthful with all of those around me.

De-cluttering Plan

This page is to help you review what you have marked and set some areas to work on in the next twelve months. As you go through the questions capture your ideas directly on this sheet. Revisit them occasionally.

A) What are your first thoughts based on what you have marked as done, in progress and to do?

B) For each of the four areas write down the top 3, that if you worked on them, could have most impact on the quality of your personal and professional life:

Physical Environment	Health and emotional balance	Money	Relationships
1)	1)	1)	1)
2)	2)	2)	2)
3)	3)	3)	3)

3) Select from the 12 areas selected above the three that you think will make the greatest impact to the quality of your life right now and that you have the energy and interest to resolve right now:

1) _____

2) _____

3) _____

4) Who are you going to tell about the results of the instrument, so that they can help you achieve the results that you deserve?

Feedback

Andi Roberts would like to receive feedback on how you got on using this instrument. If you have ideas for improving it or a story on how it helped you, please feel free to send an email to Andi Roberts through his email [andiroberts\(AT\)masterfacilitator\(DOT\)com](mailto:andiroberts@masterfacilitator.com)

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Additional resources

Andi Roberts places many of the documents he develops for his work as a coach, facilitator and HR consultant on his website www.masterfacilitator.com. To access these, simply go to the web site and click on resources.

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