

IN HARMONY™

— F R E E R E S O U R C E —

ORGANIZATIONAL HARMONY CHECKLIST

A Five-Pillar Self-Assessment for Mission-Driven Organizations

Use this tool to take an honest look at where your organization stands — and where you have room to grow. Score each item on a scale of 1–5 (1 = Not in place, 5 = Fully functioning). Total your pillar scores to identify your highest-priority focus areas.

PILLAR 1: Clarity of Purpose

☐	Our mission statement is written, current, and actively referenced in decisions.	Score: ____ / 5
☐	Members can articulate the organization's purpose without prompting.	Score: ____ / 5
☐	Strategic goals are documented and shared across all levels of leadership.	Score: ____ / 5
☐	Programs and initiatives are evaluated against our stated mission.	Score: ____ / 5
☐	Our values are visible in our culture — not just in our documents.	Score: ____ / 5

PILLAR 2: Trust & Psychological Safety

☐	Members feel safe sharing concerns, ideas, or feedback without fear of retaliation.	Score: ____ / 5
☐	Leadership responds constructively to dissenting perspectives.	Score: ____ / 5
☐	Conflict resolution processes are known and consistently applied.	Score: ____ / 5
☐	Recognition and appreciation are offered regularly and sincerely.	Score: ____ / 5
☐	There is a culture of accountability — not blame — when things go wrong.	Score: ____ / 5

PILLAR 3: Operational Flow

☐	Roles and responsibilities are clearly defined and documented.	Score: ____ / 5
☐	Key processes (onboarding, transitions, reporting) have written procedures.	Score: ____ / 5
☐	Decisions are made at the appropriate level — not bottlenecked at the top.	Score: ____ / 5
☐	Meetings have defined agendas, time limits, and follow-up actions.	Score: ____ / 5
☐	The organization has a functioning calendar or project management system.	Score: ____ / 5

PILLAR 4: Communication Rhythms

☐	Internal communication channels are clearly designated by purpose.	Score: ____ / 5
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☐	Leadership communicates proactively — not just reactively.	Score: ____ / 5
☐	Members know how and where to find information they need.	Score: ____ / 5
☐	Communication norms (response times, tone, platforms) are documented.	Score: ____ / 5
☐	External communications reflect a consistent, professional brand voice.	Score: ____ / 5

PILLAR 5: Adaptive Culture

☐	The organization regularly evaluates what is and isn't working.	Score: ____ / 5
☐	Leadership is open to revising systems, policies, or traditions when needed.	Score: ____ / 5
☐	Feedback from members is actively collected and acted upon.	Score: ____ / 5
☐	The organization learns from transitions, setbacks, and leadership changes.	Score: ____ / 5
☐	There is a shared commitment to growth — individually and collectively.	Score: ____ / 5

SCORING GUIDE

22–25	This pillar is a strength. Maintain, document, and model it.
15–21	Functional but inconsistent. Focus here for sustainable growth.
8–14	Visible gaps present. Prioritize structured improvement this quarter.
Below 8	Critical attention required. Consider a facilitated assessment.

Why this matters: Organizations rarely fail because of a lack of passion. They struggle because of misalignment between their people, systems, and purpose. This checklist helps you name the gap — so you can close it.

READY TO GO DEEPER?

This resource is just the beginning. Here's how to take the next step:

 Questions? hello@alwaysinharmony.com General inquiries & resources	 Free 30-Min Consult Book at alwaysinharmony.com No commitment required	 Department Support strategy@alwaysinharmony.com Strategy & customized solutions
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