

	Action/Step	Description	Questions to Consider	Your answer	Done
Q1					
	Find Your "Why"	Reflect on your motivations for aspiring to a C-level role. Assess whether it aligns with your passion and values.	Why do I want to become a C-level manager? What aspects of the role excite me? Can these be fulfilled in other ways?		<input type="checkbox"/>
	Ensure Basic Departmental Efficiency	Ensure that your current department or area of responsibility is well-managed and meeting its KPIs before taking on broader challenges.	Is my current department functioning efficiently? Am I meeting my existing responsibilities effectively?		<input type="checkbox"/>
	Forming Role Models	Identify several individuals (3-4) who can serve as role models. Follow them on social media to learn from their thoughts, materials they read, and ideas they discuss.	Who are the role models whose career paths I admire? What can I learn from their public profiles and insights?		<input type="checkbox"/>
	Define Desired Position and Company Type	Detail the specifics of the position you aspire to, considering your traits, interests, and values. Understand that different companies and stages require varied skills.	What does my ideal C-level role look like? How does it align with my personal characteristics and values?		<input type="checkbox"/>
	Current Company or New Opportunities	Compare your desired role with your current company's scope. Is there alignment or a need for change?	How does my current company align with my C-level aspirations? Are there opportunities for growth here?		<input type="checkbox"/>
	Gather Job Descriptions	Collect 10-20 job descriptions for your target position. Extract skills and experience required, and plan intermediate career steps if necessary.	What are the common requirements for my desired C-level position? What intermediate steps might I need to take?		<input type="checkbox"/>
	Consult with a Career Advisor	Meet with an executive search consultant for an honest assessment of your strengths and areas for improvement.	What feedback can a career consultant provide about my readiness for a C-level role? What are my strengths and weaknesses?		<input type="checkbox"/>
	Participate in Management Assessment	Invest in a professional management assessment to gain insights into your capabilities and areas for growth.	What insights did I gain from the management assessment? How can I use this feedback to improve?		<input type="checkbox"/>
	Research Potential Companies/Roles	Based on your research and assessments, compile a list of companies or roles that align with your interests and skills.	Which companies or internal roles align with my aspirations and skills?		<input type="checkbox"/>
	Basic Skill Set Assessment	Evaluate yourself against key skills needed for C-level management, identifying strengths and areas for improvement.	How proficient am I in essential C-level skills like financial literacy, strategic vision, negotiation, etc.?		<input type="checkbox"/>
	View Company from an Investor's Perspective	Analyze your company as an investor would. Look at investor meetings, reports, and understand the critical challenges and strategic steps.	What are the key challenges and opportunities for my company from an investor's perspective?		<input type="checkbox"/>
	Identify Company Problems	Using tools like Adizes' Corporate Lifecycle, identify key problems your company faces at its current stage.	What stage is my company in according to the Adizes Lifecycle? What are the key challenges at this stage?		<input type="checkbox"/>
	Determine Key Problems/Projects	From your analysis, list the problems or projects that are crucial for the company's development and within your influence.	Which problems or projects can I influence that would significantly benefit the company?		<input type="checkbox"/>
	Project Plan Creation	Describe these issues or opportunities as projects, defining goals, metrics, targets, vision, and MVP for testing solutions.	How can I structure my approach to these key problems or opportunities as actionable projects?		<input type="checkbox"/>
	Find a Mentor	Seek a mentor who has walked this path and can share insights not just about skills, but about their worldview and experiences.	Who can mentor me in my journey towards a C-level position? What regular interactions can I establish with them?		<input type="checkbox"/>
Q2					
	Create MVP for Key Company Problem	Develop a Minimum Viable Product (MVP) to address a significant issue within the company. Obtain target metrics to measure success.	What key problem can I tackle that will significantly impact the company? What does a successful MVP look like for this problem?		<input type="checkbox"/>
	Package Project Outcomes	Transform the results of your MVP project into a well-documented case study or methodology. Share this in accessible company channels like demo days or public presentations.	How can I best document and share the results of my MVP project? Who in the company would benefit from this knowledge?		<input type="checkbox"/>
	Start Regularly Broadcasting Insights	Begin a regular channel of communication (podcast, YouTube, blog, LinkedIn) to share insights and experiences encountered along your journey.	What format (blog, podcast, etc.) suits my style and reaches my audience effectively? What insights can I share that provide value?		<input type="checkbox"/>
	Cultivate a Following	Build a community of followers who share your views and whom you can assist in implementing the successful case study.	How can I engage with and grow my following? What support can I offer to help others implement similar solutions?		<input type="checkbox"/>
Q3					
	Expand Successful Initiatives	Obtain permission to implement successful cases across relevant parts of the company. Include this in your quarterly plan.	How can these initiatives be adapted for other departments?		<input type="checkbox"/>
	360-Degree Feedback	Gather feedback about the results of implementing initiatives in other departments, especially from the leaders of these departments.	What key insights can you gather from different perspectives on the initiative's impact?		<input type="checkbox"/>
	Delegate Your Functions	Find a person or a group to whom you can delegate your functions. Whether you grow within or move to another company, don't leave your former leader with the burden of hiring your replacement.	Who can effectively take over your current responsibilities and how can you facilitate this transition?		<input type="checkbox"/>
	Maintain and Delegate Performance Metrics	Continue to deliver high performance while increasingly delegating responsibilities to a potential successor. The faster your team grows, the faster you grow – a fundamental rule.	What key tasks can be delegated to foster your successor's growth?		<input type="checkbox"/>
	Increase Your Responsibilities Horizontally	Expand your scope of responsibilities, for instance, from managing one department to taking on another. It's essential that your area of responsibility begins to grow, and you develop the skill of managing and nurturing managers.	What new areas or projects can you take on to broaden your influence?		<input type="checkbox"/>
	Review Company Challenges and Opportunities	Reassess the list of problems the company faces or potential opportunities, considering the rapidly changing environment. Is what you're doing still relevant? Do you need to adapt your approach?	How can your current initiatives be adjusted to remain aligned with the company's evolving needs?		<input type="checkbox"/>
	Negotiate for a New Position Within the Company	If there's a perspective of a new position within the current company, the end of the quarter is the best time to start negotiations, assuming successful implementation and execution of previous points. Propose an initiative that solves a significant problem for the company, aligns with the position you desire, and agree that accomplishing this task will begin your trial period. Such negotiations usually take at least a quarter.	How can you strategically approach these negotiations to best position yourself for the new role?		<input type="checkbox"/>
	Prepare for Transition If No Internal Opportunities	If there are no prospects within the company, start preparing your resume. Effectively package the tasks you've accomplished over these three quarters. Reapproach potential executive hunters with a consultation for resume preparation.	How can you best highlight your achievements and experience in your resume for external opportunities?		<input type="checkbox"/>
	Select Conferences for Public Speaking	One of the simplest ways to get good inbound offers is through public speaking. With the material gathered from resolving the case, prepare a recording of your presentation, describe how the case can be valuable to an audience, and select conferences where you can present it most effectively.	Which conferences are most suitable for showcasing your expertise and attracting attention?		<input type="checkbox"/>

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Networking: Engaging with Founders or Top Managers	Start networking with founders or top managers of companies that interest you. Follow their profiles on LinkedIn, not just as role models (though that's undoubtedly interesting) but more to understand through which communities or social connections you can be introduced. You might participate in an online event together. There's always a hack to agree with a publication or channel to gather interviews on a topic of interest and start interviewing people in companies you find intriguing.	How can you strategically engage with influential professionals in your desired industry or companies?		<input type="checkbox"/>
Q4				
Summarize Results and Achievements	Review and document the outcomes of your actions. Ensure all departmental tasks are completed by your deputy, and significant company problems are addressed with measurable results.	How can you effectively present these results to demonstrate your impact on the company?		<input type="checkbox"/>
Present at a Conference	Prepare and deliver a presentation at a conference about the key case you implemented, sharing insights and results.	What are the key takeaways from your case that can provide value to the audience?		<input type="checkbox"/>
Secure Agreement for a Major Project	Get approval for a significant new project that addresses key company problems or strategic goals, and start its preparation.	How does this project align with the company's strategic objectives and your professional growth?		<input type="checkbox"/>
Finalize Offer for a New Position	Secure an offer for a new position with defined criteria for a probationary period and areas of responsibility.	What are the key responsibilities and challenges of the new position, and how are you prepared for them?		<input type="checkbox"/>
Prepare for Potential Company Change	If you're considering leaving the company, start attending interviews with potential employers, keeping in mind that top-level recruitment can take 1 to 4 months. Prepare for a smooth transition and notify your current leadership in advance.	How can you ensure a positive and professional transition while maintaining your reputation?		<input type="checkbox"/>
Reassess with Management Assessment	Undertake another management assessment to track your progress over the year and understand your current standing and skill trajectory.	What improvements have you made, and what areas still require development?		<input type="checkbox"/>
Long-Term Planning for the Next Year	Regardless of whether you plan to stay or change companies, conduct a strategic planning session for your department and include those involved in next year's major project.	What are your long-term goals and strategies for the upcoming year, both for yourself and your department?		<input type="checkbox"/>
Take Time for Yourself	Dedicate time to rest, family, and holiday preparations. The ability to pause and reflect provides a sense of peace and grounding for future endeavors.	How can you ensure a balanced approach to work and personal life to maintain overall well-being?		<input type="checkbox"/>

Skill	Level 1: Basic Manifestation	Level 2: Intermediate Manifestation	Level 3: Ideal Manifestation	My self-esteem	My supervisor's assessment
Financial Literacy	Understands basic financial statements and budgeting principles.	Analyzes financial data to inform departmental decisions.	Utilizes complex financial analysis to guide company-wide strategic decisions.		
Strategic Vision	Recognizes immediate business opportunities and threats.	Develops short to medium-term strategies aligned with company goals.	Foresees long-term market trends and positions the company for future growth.		
Facilitation Skills	Conducts effective team meetings with clear agendas.	Leads cross-departmental meetings to resolve operational issues.	Facilitates high-stakes meetings, driving strategic decisions and initiatives.		
Negotiation Skills	Successfully negotiates in straightforward, operational matters.	Handles complex negotiations with multiple stakeholders.	Masters high-level negotiations, influencing industry trends and major deals.		
Problem-Solving Skills	Addresses routine departmental problems effectively.	Solves complex, cross-functional issues impacting multiple teams.	Strategically tackles industry-wide challenges, setting new standards.		
Decision-Making	Makes informed decisions on operational matters within own department.	Balances risks and benefits in decisions affecting several departments.	Makes high-impact decisions that steer the company's direction and success.		
Company-Wide Perspective	Understands how their role impacts their department.	Considers the interdependencies between different company areas.	Always aligns decisions and actions with the overall company vision and goals.		
Leadership & Team Development	Manages a small team effectively, ensuring task completion.	Inspires and develops larger teams, building mid-level leadership capacity.	Cultivates company-wide leadership, fostering a culture of growth and innovation.		
Public Speaking	Communicates clearly in internal meetings or presentations.	Engages larger audiences effectively, representing their department well.	Articulates company vision and values compellingly in public forums and media.		
Trend Awareness	Stays informed about industry trends relevant to their role.	Applies industry insights to enhance departmental performance.	Leads the company in adapting to or setting industry trends.		