Flexiana

Checklists
From the book: The Fifth Discipline: The Art and Practice of The Learning Organization

Book by Peter Senge

Shared Vision
- ❏ Everyone shares their vision.
- ❏ Think about each vision.
- ❏ Discuss it with others.
- ❏ Focus on outcomes, and not on output.
- ❏ the result has to be executed.
- ❏ Gradually develop a strategic plan.
- ❏ Assess the effectiveness of vision.
  - ❏ Is the vision aspirational?
  - ❏ Does the vision describe how the highest ideals of your organization will come to life in the near future?
  - ❏ Is the vision easy to communicate?
  - ❏ Can it be explained in less than two minutes?
  - ❏ Is the vision compelling?
  - ❏ Does it speak to the most important interests of employees, stakeholders, and customers?
  - ❏ Is the vision challenging?
  - ❏ Does it stretch the limits of the organization's current course and speed?
  - ❏ Is the vision actionable?
  - ❏ Does it help identify specific goals that can be achieved?
  - ❏ Do the entire organization share and act upon a common vision?

Mental Models
- ❏ Think about the reason for creating a mental model.
- ❏ Recognize and understand the problems in the organization.
- ❏ Focus the model on the program needs or simplify the problems with the model.
- ❏ Consider variables in questions that would change during time.
- ❏ Form the model.
- ❏ Qualify the model through positive and negative model sampling.
- ❏ Act towards a specific goal that is related to each other.

Flexiana

- ❏ Help administrators in the integration of the skills of forming mental models and system thought. Defend the Opinions.
- ❏ Openly and clearly state your reasoning.
- ❏ Encourage others to analyze your views.
- ❏ Encourage others to put forward different views.
- ❏ Actively question the views of others which are different than yours.
    - ❏ If you are making assumptions about the views of others, clearly express these and accept that they are assumptions.
    - ❏ State the date on which your assumptions are based on.
    - ❏ If you are not really interested in the replies given by others, do not bother asking questions.
- ❏ When a deadlock is experienced in an argument.
    - ❏ Ask the other party what kinds of data or rationality can change their views.
    - ❏ Ask whether you can arrange a trial which might provide new information together.

Personal Mastery

- ❏ Structural Conflict should be removed.
    - ❏ Commitment to the truth.
        - ❏ Don't lie or deceive yourself, be absolutely honest about your shortcomings, weaknesses, mistakes, etc.
        - ❏ Have courage and humbleness.
        - ❏ Control your mind.
    - ❏ Use the subconscious mind.
        - ❏ Helps with making explicit decisions.
- ❏ Create a team.
- ❏ Hold workshops to introduce Personal Mastery.
    - ❏ Exercise it twice per year.
- ❏ Imagine achieving a goal in life that you really want to achieve.
    - ❏ What does it look like?
    - ❏ How does it feel ?
    - ❏ Which words can describe it?
- ❏ Answer to each section with two questions
    - ❏ If I could have it now, would I take it?
    - ❏ What does it bring me?
        - ❏ If you could be the person you wanted to be, what would your characteristics be?

Flexiana

- ❏ What tangibles do you want to have?
- ❏ What is your ideal living environment?
- ❏ How is your desirable health? Fitness? Cosmetic surgery? Anything to do with your body?
- ❏ How would your relationships with your friends and family be?
- ❏ What is your ideal professional situation? How would you like your efforts to result?
- ❏ What would you like to do as a matter of individual learning, travel, reading, etc.?
- ❏ What is your vision for the community you live in?
- ❏ What else would you like to create?
- ❏ Select the 10 most important values from below (you can add other values if you want):
  - ❏ Promotion
  - ❏ Adventure
  - ❏ Affection
  - ❏ Challenges
  - ❏ Cooperation
  - ❏ Creativity
  - ❏ Democracy
  - ❏ Ecological awareness
  - ❏ Excellence
  - ❏ Fame
  - ❏ Financial gain
  - ❏ Friendship
  - ❏ Growth
  - ❏ Having a family
  - ❏ Helping society
  - ❏ Honesty
  - ❏ Influencing
  - ❏ Knowledge
  - ❏ Leadership
  - ❏ Loyalty
  - ❏ Market position
  - ❏ Merit
  - ❏ Money
  - ❏ Nature
  - ❏ Personal development

- ❏ Pleasure
- ❏ Power
- ❏ Privacy
- ❏ Religion
- ❏ Self-respect
- ❏ Status
- ❏ Teamwork
- ❏ Wisdom
- ❏ Choose the five most important values now.
    - ❏ Imagine you are permitted to have four values, which of the five would you give up?
    - ❏ Now imagine you are permitted three, delete one.
    - ❏ Imagine you are permitted two, delete another one.
    - ❏ Now you should choose only one. This one is truly important to you.
- ❏ Consider the top three values in your list.
    - ❏ What are you expecting from yourself even in bad situations?
    - ❏ How would your life be different if those values were practiced?
    - ❏ What would an organization be like that encourages employees to live up to those values?
    - ❏ Can your personal vision reflect these values?
        - ❏ If not, would you like to expand your vision?
        - ❏ Would you reconsider your values?
- ❏ The organization that is thinking of using shared vision and personal mastery principles should consider these questions.
    - ❏ What would you personally want to see your organization become?
    - ❏ What kinds of clients could it have?
    - ❏ What sorts of procedures would it conduct?
    - ❏ What contribution would it make?
    - ❏ What kinds of products and services would it produce?
    - ❏ What values would it have?
    - ❏ What would be its mission?
    - ❏ How would its physical environment look like?
    - ❏ How would its employee relationship look?
    - ❏ How would they react in different situations?
    - ❏ If you created this organization how would it let your own personal vision flourish?

Flexiana

Team Learning

- ❏ Gather a team.
- ❏ Give different hypothetical scenarios.
- ❏ Rehearse the situation with your team.
    - ❏ Rate the ability to execute as a team.
    - ❏ Find better ways to do it in the future.
- ❏ Experimenting
    - ❏ Challenge assumptions.
    - ❏ Test them.
    - ❏ Validate or reject the hypothesis.
    - ❏ Move forward with another method or rearrange the working system.
    - ❏ Discuss the mistakes in the plan and how to avoid them.
- ❏ Make an assessment.
    - ❏ Make everyone aware of hidden factors that can affect reaching the goals.
    - ❏ Raise the issue to eliminate or reduce the threat.
    - ❏ Optimize opportunities.
    - ❏ Configure the design for a better strategy to use the maximum capacity of resources.
    - ❏ Utilize the viewpoints of everyone.
    - ❏ Find out how equipped and competent the team is before moving toward the goal.
    - ❏ Ask team members to give suggestions for refining the program in use.
- ❏ Reflecting
    - ❏ Translate the practice session into victory or a setback.
    - ❏ Debrief on ideas and solutions
    - ❏ Use dialogue about the level of progress from the changes made
    - ❏ Re-examine the techniques that were used
    - ❏ Re-configure the working dynamics to produce efficient results.

System Thinking

- ❏ What is the change you want to see over what period?
- ❏ Why are things the way they are right now?
    - ❏ How did we get here?
- ❏ Can we understand the system that generated current conditions before taking any action?
- ❏ What physical and temporal boundaries are set?
- ❏ How does the system look like different perspectives?

- ❏ Does the team have general agreement on what has been happening over time?
    - ❏ What are the trends?
- ❏ What set of interrelationships are driving the trends?
    - ❏ Map out the cause and effect relationship between key factors
- ❏ Identify the factors that are amplifying or resisting changes.
    - ❏ How can you take advantage of these feedback loops?
- ❏ Have you accounted for diagnosis and strategies?
- ❏ Analyze the recurring patterns of behavior.
    - ❏ Are you falling into yet another fix that will backfire?
    - ❏ Are you shifting all your resources to coping with the short-term problems?
    - ❏ Are you missing constraints that are resisting change?
- ❏ What are the interactions that will produce the desired outcome based on what you have learned about how things work?
    - ❏ Talk with everyone.
- ❏ Acknowledge accomplishments.

About Flexiana

We help companies improve and build digital services - **We are The Service Builders**. We provide quality and professional full-cycle applications, web applications, mobile applications, and custom software. We specialize in solving real problems and using opportunities to increase customer satisfaction and gain new customer groups, from idea to long-term cooperation. Drive and dedication have ensured Flexiana has delivered true value to business since 2016. Our values are Craftsmanship, Transparency, Autonomy, Diversity, Remote Work, and Agility.

To deliver consistently, we have lots of things, for example, checklists like these ones. To deliver the best practices, we read, we process information, we discuss and share and teach. And to improve continuously, learning, teaching, processing, and building knowledge is an integral part of our operations.