



RITUALS, TOOLS, and PROCESS CHECKLIST

The only way to ensure your rhetoric matches your reality, is for your values to come alive in a real way for people on the team. The best way to do that is to ensure you have created rituals, tools, and processes that reflect, express, and create those values. Below is a checklist to help you start planning, refining, and implementing yours. This is by no means exhaustive, it's only meant to prime the pump. Your context will be unique.

1. RITUALS

A ritual is any activity that is repeated on a regular interval. The repetition creates culture. Here are a few examples.

- Weekly Meeting Check in:** Kick off your meetings with a values check in of some kind. Maybe the leader recognizes someone, or everyone is asked to go around and recognize another person who exemplified one of the values in a behavior this week.
- Recognitions:** create regular (monthly) awards or recognitions around the values. This could be simple email celebrating someone publically.
- Meeting Design:** How do your meetings express and reflect your values?
- Company-wide meetings**
- Worship gatherings**
- OTHER**_____

2. TOOLS

Tools are comprised of any tangible artifact designed to remind people of the rule of life together. A few examples include:

- Personal artifacts:** stress balls, hats, rubber bracelets, stickers, magnets, etc.
- Posters:** For public areas and meetings spaces to remind people
- Videos:** This could be internal or external designed to recruit or motivate
- Entryway art:** What's the first thing people see when they enter your office?
- Wall art**
- Physical space design**
- Use of lighting**
- OTHER**_____

3. PROCESSES

Processes are anything that take people on some kind of a journey or experience.

- On-Boarding:** This is an absolute must for any organization. Some kind of on-boarding process needs to be developed to introduce the vision and values to new people.
- Performance Reviews:** Integrate a values section where people self-evaluate and you evaluate how they did with the values.

- Exits and Transitions:** How you exit someone from a role or the company, and how you transition someone into a new role is an opportunity to reflect and express values.
- Promotions**
- Organization-wide regular communications (i.e. email, videos, etc.)**
- OTHER**_____