



KITELINE ALIGNMENT SNAPSHOT

Your 5-minute clarity check-in to lead with focus, not fatigue.

1. Top Priorities Check

What are the 3 most important outcomes you need to drive this week?

1. _____
2. _____
3. _____

Are these connected to your bigger goals?

- ☐ Yes
- ☐ No — I need to reset what “important” really means this week.

2. What's Weighing on You?

What's causing friction, stress, or disconnection?

Internal (team, time, focus):

External (clients, vendors, delays):

What needs to happen to release or resolve it?

3. Is This Still Yours to Do?

List **3 tasks** that drained your time this week.

Ask: Could someone else do this with 80% success?

Task	Delegate?	Who / When?
	☐ Yes ☐ No	
	☐ Yes ☐ No	
	☐ Yes ☐ No	

4. Quick Alignment Score

Rate your week (1–10):

Area	Score	Notes
Time spent in your “genius zone”		
Business moving toward vision		
Team aligned and self-sufficient		
You felt clear and in control		

Any red flags to address?

- ☐ Yes — I’ll follow up this week
- ☐ No — staying the course

5. One Thing to Recalibrate

What’s the *one shift* that would help you lead from altitude this week?

Keep Your Kite in the Air

This check-in isn’t about perfection—it’s about direction. Use what you see here to course-correct, communicate better with your team, and protect the energy only *you* can bring to your business.

You’re the founder. Not the fire crew.