

FIELD GUIDE TOOL #4

The Leader Voice Audit

Chapter 4: Communication: Synchronizing Signals

DATE _____ COMPLETED BY _____

SITUATION _____

Use this tool to assess alignment across all five communication channels. Complete it based on the last 30 days of your behavior, not your intentions.

When to use it. Best used when the leader suspects a gap between what they say and what the organization hears.

Channel Assessment

For each channel, describe what your behavior over the last 30 days communicated, then assess alignment with your stated priorities.

Channel	What did my behavior communicate? Alignment rating (High / Medium / Low)
What I said: The explicit messages, stated priorities, and formal communications I sent.	
What I repeated: The topics and themes I returned to consistently across multiple settings.	
What I reinforced: Who and what I recognized, promoted, praised, or allocated resources to.	
What I tolerated: Behaviors or situations that contradicted my stated values that I did not address.	
What I decided: The resource, priority, and direction decisions I made and what they revealed.	

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Misalignment Diagnostic

Identify any gaps between channels. The most common and damaging misalignments appear below.

Misalignment type	Is this present? Evidence
I said X matters, but I reinforced Y instead.	
I said X is unacceptable, but I tolerated it when it occurred.	
I said X is the priority, but my decisions allocated resources to Y.	
I asked for input, but I did not close the loop on what I heard.	
I communicated a change, but I did not repeat it consistently enough to establish it.	

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The Loop Closure Review

List the last five significant pieces of input, concern, or feedback you received from your team. For each, assess whether you closed the loop.

Input or concern raised	Did you close the loop?	If not, what is the follow-up?
1.		
2.		
3.		
4.		
5.		

Priority Action

Based on your audit, identify the single most important communication alignment to address in the next thirty days.

Question	Your answer
What is the most significant misalignment you identified?	
Which channel does it involve?	
What specific behavior will you change to address it?	
How will you know in thirty days whether the change has taken effect?	

Before moving to Chapter 5, confirm:

- ☐ You have completed the channel assessment based on recent behavior.
- ☐ You have identified at least one concrete misalignment between your channels.
- ☐ You have reviewed the loop closure status of recent input from your team.
- ☐ You have named one specific behavioral change you will make in the next thirty days.