

TEAM OWNERSHIP STARTER KIT

A practical guide to help you assess and build a culture of ownership in your team — starting now.



1. OWNERSHIP READINESS SCORECARD

Rate your team (or individual team members) 1–5 on each:

- ___ ○ Knows what success looks like in their role
- ___ ○ Has authority to make relevant decisions
- ___ ○ Can complete recurring tasks without you
- ___ ○ Seeks solutions before asking you
- ___ ○ Owns mistakes and learns from them
- ___ ○ Brings new ideas to improve workflow

- Scoring Key:

05–15: Red Zone. You're still carrying the business.

16–24: Yellow Zone. Potential is there, but systems are weak.

25–30: Green Zone. You've got the foundation — now build on it.



2. FIX THE GAPS

Common Gaps + Quick Fixes:

1. No Role Clarity

Fix: Create 1-page scorecards with responsibilities and success measures.

2. No SOPs

Fix: Start with Loom videos or simple checklists. Perfection comes later.

3. No Feedback or Metrics

Fix: Implement a weekly check-in rhythm with updates, KPIs, and support.



3. FROM EMPLOYEE TO OWNER MINDSET

Mindset Shifts to Encourage:

- “Ask before acting” → “Take initiative, then check in”
- “It’s not my job” → “I own the outcome”
- “I did my part” → “I made sure it was complete”

Use language that reinforces ownership, not dependency.



CONCLUSION

You don't need a new team — you need a new system.

Start with this kit. Then let's build a business that doesn't need you to be the glue.

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