

INFLUENCE READINESS SCORING SHEET

Stakeholder Name:

Influence Goal:

Card Question	Readiness Score (Circle one)			
KNOW YOUR STAKEHOLDER	SUBTOTAL:			
Who is your key stakeholder?	-2	-1	+1	+2
What is important to your key stakeholder?	-2	-1	+1	+2
How does your key stakeholder feel about your influence idea / goal?	-2	-1	+1	+2
What is your key stakeholder's preferred communication style?	-2	-1	+1	+2
CREDIBILITY	SUBTOTAL:			
Does my key stakeholder trust me?	-2	-1	+1	+2
Does my key stakeholder perceive me as competent regarding my influence topic /idea?	-2	-1	+1	+2
Do I present myself with credibility?	-2	-1	+1	+2
Do I need to restore my credibility with my stakeholder?	-2	-1	+1	+2
COMMON GROUND	SUBTOTAL:			
Does my influence goal/idea align with one of my key stakeholder's goals?	-2	-1	+1	+2
Can I clearly anticipate my stakeholder's key objections and/or concerns about my influence goal/idea?	-2	-1	+1	+2
Does my key stakeholder have an idea related to mine that I can say yes and build upon?	-2	-1	+1	+2
Do I have a clear understanding of the language to use and not use when I am communicating to my key stakeholder?	-2	-1	+1	+2
COMPELLING POSITION	SUBTOTAL:			
Am I able to communicate my core idea in one to three statements?	-2	-1	+1	+2
How many pieces of data and am I prepared to communicate related to my influence goal/idea?	-2	-1	+1	+2
Have I determined how to communicate my data in a compelling way that will not go in one ear and out the other with my key stakeholder?	-2	-1	+1	+2
Have I determined how to weave in my past experience(s) as it relates to my influence goal/idea when speaking to my stakeholder?	-2	-1	+1	+2
CONNECT EMOTIONALLY	SUBTOTAL:			
How do I personally feel about my influence goal/idea?	-2	-1	+1	+2
How well do I understand the emotional reaction my key stakeholder will have to my influence goal/idea?	-2	-1	+1	+2
Am I prepared to communicate to my key stakeholder in a tone that creates a positive view of my influence goal/idea and me?	-2	-1	+1	+2
Have I determined the right balance between emotion and analytics in communicating with my key stakeholder?	-2	-1	+1	+2
OVERALL INFLUENCE READINESS TOTAL				

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Calculate Overall Influence Readiness

Enter your Overall Influence Readiness Total (from page 1), divide by 5 = Influence Readiness

$$\underline{\hspace{2cm}} \div 5 = \underline{\hspace{2cm}}$$

Below 4 in Any Influence Category

If your score is below 4 in any of the influence skills categories, we recommend you pay attention to doing things that will increase your influence strength in that/those area(s).

Influence Score < 4

If your overall Influence Readiness score is less than 4, we recommend you focus on preparing more before you attempt to influence your key stakeholder.

Influence Score > 4

If your overall Influence Readiness score is equal to or greater than 4, you are ready to go forth and influence.

Research shows that it takes at least 8 positive impressions to overcome a bad first impression.

Ideas for Increasing My Influence Effectiveness:

Know Your Stakeholder Actions:

Credibility Actions:

Common Ground Actions:

Compelling Position Actions:

Connect Emotionally Actions:

