

THE PIVOT READINESS QUIZ

Discover Where You Stand—And What to Do Next

PROFESSIONAL PIVOT METHOD

Are you merely "executing" or are you quietly "leading"?

Most professionals don't realize they are already operating above their title. This diagnostic tool is designed to uncover your hidden strategic behaviors, assess your artifact readiness, and identify the visibility gaps holding you back. Answer honestly to find your true baseline.

For each question, circle your answer and write the points in the score line.

1. Decision Making: When a complex problem arises, what do you usually do? Score: ____

- A

Ask my manager immediately for instructions.

(2 pts)
- B

Gather information and present 2-3 options to my manager.

(4 pts)
- C

Recommend a specific solution based on data and wait for approval.

(6 pts)
- D

Make the decision to fix it, then inform stakeholders of the outcome.

(8 pts)

2. Documentation Habits: How do you handle your processes? Score: ____

- A

It's all in my head; I just know how to do it.

(2 pts)
- B

I have some rough notes or emails saved if I need to check.

(4 pts)
- C

I maintain clear Standard Operating Procedures (SOPs) and checklists.

(6 pts)
- D

I create visual process maps, workflows, and strategic artifacts others use.

(8 pts)

3. Stakeholder Influence: Why do people come to your desk?

Score: ____

A

To ask me to schedule meetings or print documents.

(2 pts)

B

To ask where files are located or how a tool works.

(4 pts)

C

To fix a process that has broken down or stalled.

(6 pts)

D

To ask for my opinion on how to plan a new initiative or project.

(8 pts)

4. Ownership Mindset: How do you view your role?

Score: ____

A

I am a helper. I support the team.

(2 pts)

B

I am a doer. I get tasks done efficiently.

(4 pts)

C

I am a gatekeeper. I protect time and quality.

(6 pts)

D

I am a System Owner. I govern how work flows through the business.

(8 pts)

5. Visibility: Who knows the value you deliver?

Score: ____

A

Just my direct manager.

(2 pts)

B

My immediate team knows I'm reliable.

(4 pts)

C

Cross-functional partners respect my work.

(6 pts)

D

Leadership sees me as a subject matter expert in my domain.

(8 pts)

6. Language: How would you describe your last week?

Score: ____

A

"I managed the VP's calendar and booked travel."

(2 pts)

B

"I organized several team meetings and took notes."

(4 pts)

C

"I ensured the project team met their deadlines."

(6 pts)

D

"I optimized decision-flow, reducing meeting latency by 20%."

(8 pts)

7. Evidence: If you had to prove your value today, what would you show?

Score: ____

A

I'd say "I work hard" and hope they noticed.

(2 pts)

B

I'd show thank-you emails from colleagues.

(4 pts)

C

I'd point to specific projects I helped complete.

(6 pts)

D

I'd present a portfolio of artifacts (maps, plans, data) I built.

(8 pts)

8. Current Positioning: What does your LinkedIn headline say?

Score: ____

A

Executive Assistant / Admin Support.

(2 pts)

B

Operations Coordinator / Office Manager.

(4 pts)

C

Operations Professional | Project Support.

(6 pts)

D

Aspiring Project Manager | Process Optimization Specialist.

(8 pts)

9. Sponsorship: Do you have a career champion?

Score: ____

A

No, I mostly keep to myself.

(2 pts)

B

My boss likes me, but we don't discuss my career much.

(4 pts)

C

I have a mentor I speak to occasionally.

(6 pts)

D

I have a sponsor who actively mentions my name in rooms I'm not in.

(8 pts)

10. Readiness Signals: How do you feel about your current role?

Score: ____

A

Comfortable. It pays the bills.

(2 pts)

B

Frustrated. I know I can do more, but I'm too busy.

(4 pts)

C

Restless. I'm actively looking for what's next.

(6 pts)

D

Ready. I have evidence and just need the strategy to execute.

(8 pts)

Calculated Your Score? Find Your Tier Below.

Add up all your points from the boxes above. (Max Score: 80)

Tier 1: Building Foundation

0 - 30 POINTS

Your Status: You are reliable and valued, but currently trapped in the "Execution Trap." You are seen as a helper, not a leader. Your biggest gap is **Artifacts**—you do the work, but leave no strategic evidence behind.

YOUR NEXT MOVE:

Start the "Strategic Renaming" process immediately. You need to stop describing tasks ("I scheduled the meeting") and start naming systems ("I manage the team cadence").

*The **Professional Pivot Playbook** is designed specifically for this stage—it will give you the templates to build your first 3 artifacts.*

Tier 2: Ready to Reposition

31 - 60 POINTS

Your Status: You are already operating above your title. You have "Invisible Leadership"—doing the work of a PM or BA without the pay or recognition. Your biggest gap is **Visibility** and **Language**.

YOUR NEXT MOVE:

You don't need more skills; you need a better narrative. It's time to audit your experience and translate it into the language of leadership.

*You are the ideal candidate for the **Professional Pivot Method**. You have the raw material; our framework will help you package it into a promotion or new role.*

Tier 3: Launch Mode

61 - 80 POINTS

Your Status: You are a strategic leader in disguise. You have the mindset, the artifacts, and the influence. The only thing missing is the **Strategy** to close the

deal.

YOUR NEXT MOVE:

Stop waiting for permission. Your focus needs to be on "Executive Presence" and "Negotiation." You need to position yourself externally to understand your market value.

*Skip the basics. Use the **Professional Pivot Method** to build your 90-Day Exit Plan and interview strategy.*

Stop Guessing. Start Pivoting.

You have your score. Now get the roadmap to change it.

DOWNLOAD THE PLAYBOOK (\$29)