

# BALDRIGE APPLICATION SELF-ANALYSIS WORKSHEET (OPTIONAL)

(not to be submitted with your Baldrige application)

While insights gained from external Examiners or reviewers are always helpful, you know your organization better than they will. You are currently in an excellent position to identify your organization’s key strengths and key opportunities for improvement (OFIs). Having just completed your responses to the Baldrige Criteria questions, you can accelerate your improvement journey by doing a self-analysis.

Use this optional worksheet to list your key strengths and key OFIs. Start by identifying one or two strengths and one or two OFIs for each Criteria category. For those of high importance, establish a goal and a plan of action.

| Criteria Category   | Importance<br>High, Medium, Low | For High-Importance Areas                    |                         |          |                     |
|---|---------------------------------|--|-------------------------|----------|---------------------|
|   |                                 | Stretch (Strength) or Improvement (OFI) Goal | What Action Is Planned? | By When? | Who Is Responsible? |
| <b>Category 1—Leadership</b>                                      |                                 |  |                         |          |                     |
| <i>Strength</i>   |                                 |  |                         |          |                     |
| 1.  |                                 |  |                         |          |                     |
| 2.  |                                 |  |                         |          |                     |
| <i>OFI</i>  |                                 |  |                         |          |                     |
| 1.  |                                 |  |                         |          |                     |
| 2.  |                                 |  |                         |          |                     |
| <b>Category 2—Strategic Planning</b>                              |                                 |  |                         |          |                     |
| <i>Strength</i>   |                                 |  |                         |          |                     |
| 1.  |                                 |  |                         |          |                     |
| 2.  |                                 |  |                         |          |                     |
| <i>OFI</i>  |                                 |  |                         |          |                     |
| 1.  |                                 |  |                         |          |                     |
| 2.  |                                 |  |                         |          |                     |
| <b>Category 3—Customer and Market Focus</b>                       |                                 |  |                         |          |                     |
| <i>Strength</i>   |                                 |  |                         |          |                     |
| 1.  |                                 |  |                         |          |                     |
| 2.  |                                 |  |                         |          |                     |
| <i>OFI</i>  |                                 |  |                         |          |                     |
| 1.  |                                 |  |                         |          |                     |
| 2.  |                                 |  |                         |          |                     |
| <b>Category 4—Measurement, Analysis, and Knowledge Management</b> |                                 |  |                         |          |                     |
| <i>Strength</i>   |                                 |  |                         |          |                     |
| 1.  |                                 |  |                         |          |                     |
| 2.  |                                 |  |                         |          |                     |

| Criteria Category                    | Importance<br>High, Medium, Low | For High-Importance Areas                       |                         |          |                        |
|--------------------------------------|---------------------------------|---|-------------------------|----------|------------------------|
|                                      |                                 | Stretch (Strength) or Improvement<br>(OFI) Goal | What Action Is Planned? | By When? | Who Is<br>Responsible? |
| <i>OFI</i>                           |                                 |   |                         |          |                        |
| 1.                                   |                                 |   |                         |          |                        |
| 2.                                   |                                 |   |                         |          |                        |
| <b>Category 5—Workforce Focus</b>    |                                 |   |                         |          |                        |
| <i>Strength</i>                      |                                 |   |                         |          |                        |
| 1.                                   |                                 |   |                         |          |                        |
| 2.                                   |                                 |   |                         |          |                        |
| <i>OFI</i>                           |                                 |   |                         |          |                        |
| 1.                                   |                                 |   |                         |          |                        |
| 2.                                   |                                 |   |                         |          |                        |
| <b>Category 6—Process Management</b> |                                 |   |                         |          |                        |
| <i>Strength</i>                      |                                 |   |                         |          |                        |
| 1.                                   |                                 |   |                         |          |                        |
| 2.                                   |                                 |   |                         |          |                        |
| <i>OFI</i>                           |                                 |   |                         |          |                        |
| 1.                                   |                                 |   |                         |          |                        |
| 2.                                   |                                 |   |                         |          |                        |
| <b>Category 7—Results</b>            |                                 |   |                         |          |                        |
| <i>Strength</i>                      |                                 |   |                         |          |                        |
| 1.                                   |                                 |   |                         |          |                        |
| 2.                                   |                                 |   |                         |          |                        |
| <i>OFI</i>                           |                                 |   |                         |          |                        |
| 1.                                   |                                 |   |                         |          |                        |
| 2.                                   |                                 |   |                         |          |                        |