

TONI WILLIAMS | LEADERSHIP DEVELOPMENT

THE 3T LEADERSHIP AUDIT

A Diagnostic Workbook for Leaders Who Want
Accountability That Actually Works

TOOLS

TIME

TRAINING

DIAGNOSE BEFORE YOU DISCIPLINE.

Before you hold people accountable, make sure leadership
created the conditions for performance.

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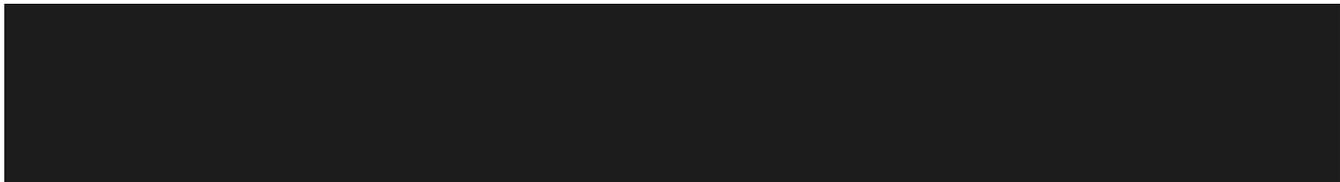
HOW TO USE THIS WORKBOOK

This Is a Diagnostic Tool, Not a Report Card.

Most leaders think they have an accountability problem. The 3T Framework says: not so fast. Before you discipline your team, you need to diagnose your design.

This workbook walks you through each of the three Ts — Tools, Time, and Training — with honest reflection questions, scoring guides, and action steps. Be real with yourself. The more honest you are, the more useful this becomes.

STEP 1	Complete the 3T Audit quiz online (if you haven't already).
STEP 2	Bring a real performance situation to mind as you work through each section.
STEP 3	Score each T honestly using the scoring guide on each section page.
STEP 4	Use the action steps at the end of each section to make your next move.
STEP 5	Review your overall score on the final summary page and set your 30-day focus.



The Performance Situation You're Diagnosing

Before you begin, think of a specific team member or team performance issue you want to run through this framework. Write it below.

THE SITUATION OR PERSON:

Describe what's happening — what's the gap you keep seeing?

HOW LONG HAS THIS BEEN HAPPENING?

YOUR FIRST INSTINCT ABOUT THE CAUSE:

Be honest — what have you been blaming this on?

THE FRAMEWORK

Understanding the 3T Model

The 3T Framework was built from a simple but powerful observation: most leaders jump straight to accountability without first asking whether they set their people up to succeed. 3T gives you a structured way to diagnose before you discipline.

T	STANDS FOR	THE CORE QUESTION
T1	Tools	Did they have the right equipment, information, access, and expectations?
T2	Time	Was the timeline realistic, and did they know what to prioritize?
T3	Training	Were they actually taught how to do the job — not just told or assumed?

The 4th T: Truth

Once you have confirmed that your team member had the right Tools, enough Time, and proper Training — the truth becomes clear. At that point, accountability belongs to the employee. This is what makes 3T powerful: it is not leader-blaming or employee-coddling. It is a fair diagnostic process.

T

TOOLS

Did your team have what they needed to win?

Tools are the physical, informational, and structural resources your team needs to perform their job at a high level. A lack of tools is often a leadership design problem, not a worker attitude problem.

TOOLS INCLUDES:

Equipment & supplies • Access & technology • Written instructions • Task clarity • Defined expectations • Working systems • Role documentation

REFLECTION QUESTIONS

1. Did your team member have everything they needed (equipment, access, information) to do the job?

List what was in place — and what was missing.

2. Were the expectations for this role or task written down and clearly communicated?

Or were they assumed, verbal, or inconsistent?

3. When the failure happened, could you immediately tell whether it was a resource problem or a performance problem?

What did you assume first?

SCORE YOUR TOOLS

Rate each area below from 1 (not in place) to 4 (fully in place).

TOOLS AREA	SCORE (circle one)	NOTES
Equipment & physical resources	1 — 2 — 3 — 4	
Written role expectations	1 — 2 — 3 — 4	
Clear access & systems	1 — 2 — 3 — 4	

TOOLS TOTAL SCORE (add all three, max 12):

ACTION STEP

Based on your honest answers above, identify ONE thing you will build, document, or provide before you hold this team member accountable.

MY TOOLS ACTION:

What will you create or clarify in the next 7 days?

T

TIME

Were your expectations realistic?

Time refers to whether the timeline, workload, and pace were actually realistic for the task assigned. Unrealistic timelines create artificial failure — and that gets mislabeled as poor performance. Many leaders assign tasks as if their people are operating in a vacuum.

TIME INCLUDES:

Enough time to complete the task • Reasonable deadlines • Clear prioritization • Realistic staffing ratios • Awareness of competing demands • Bandwidth consideration

REFLECTION QUESTIONS

1. Was the deadline you set for this task realistic given everything else on their plate?

Not what you needed — what was actually achievable.

2. Did your team member know what their top priority was — without guessing?

Or were they managing too many competing demands at once?

3. Before you assigned this task, did you consider their current workload and capacity?

Be honest about what you factored in and what you didn't.

SCORE YOUR TIME

TIME AREA	SCORE (circle one)	NOTES
Realistic timelines & deadlines	1 — 2 — 3 — 4	
Clear prioritization communicated	1 — 2 — 3 — 4	
Bandwidth assessed before assigning	1 — 2 — 3 — 4	

TIME TOTAL SCORE (add all three, max 12):

ACTION STEP

Based on your honest score, identify one priority system or scheduling change you need to make before this person can fairly be held to a higher standard.

MY TIME ACTION:

What will you adjust, communicate, or build in the next 7 days?

T

TRAINING

Did you install the standard before enforcing it?

Training refers to whether the person was actually taught how to perform the task to standard — not told, not assumed, not just exposed. This is where most managers fail. They believe they trained someone because they mentioned the task once. 3T exposes that gap.

TRAINING INCLUDES: Formal demonstration • Step-by-step explanation • Modeled behavior • Guided practice • Observation • Feedback • Reinforcement • Standard documentation

REFLECTION QUESTIONS

1. Was this team member formally trained — or just told, shown once, or thrown in?

What does your training actually look like for this role?

2. When you correct them, can you confirm they were first clearly shown the right standard?

Or are you correcting something that was never properly installed?

3. Do you have a repeatable system for reinforcing standards — or do you say it once and expect it to stick?

What does your reinforcement rhythm look like?

SCORE YOUR TRAINING

TRAINING AREA	SCORE (circle one)	NOTES
Formal structured onboarding/training	1 — 2 — 3 — 4	
Standard clearly shown before enforced	1 — 2 — 3 — 4	
Repeatable reinforcement system in place	1 — 2 — 3 — 4	

TRAINING TOTAL SCORE (add all three, max 12):

ACTION STEP

Based on your score, identify the single most important training gap you need to close. This becomes your priority before accountability can fairly be enforced.

MY TRAINING ACTION:

What will you teach, document, or model in the next 7 days?

YOUR COMPLETE DIAGNOSIS

3T Leadership Score Summary

Transfer your scores from each section below to get your complete leadership audit.

TOOLS SCORE _____ / 12	TIME SCORE _____ / 12	TRAINING SCORE _____ / 12
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OVERALL TOTAL (add all three T scores, max 36):

TOTAL SCORE	YOUR TIER	WHAT IT MEANS
29–36	High Performance Leader	Strong systems in place. Focus shifts to reinforcement, delegation, and development.
19–28	Developing Leader	You have instincts and some systems, but visible gaps exist. One strong built-in system is your own.
10–18	Reactive Leader	You're reacting more than designing. This is fixable — but it starts with owning your own system.

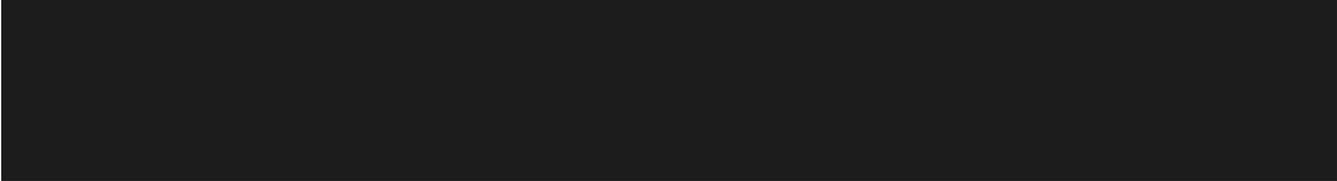
MY WEAKEST T:

Which T had your lowest score? What does that tell you?

MY 30-DAY PRIORITY ACTION:

Based on this audit, what is the ONE thing you will build, clarify, or implement in the next 30 days?

Be specific. Vague commitments get vague results.



Your Diagnosis Is Just the Beginning.

Completing this workbook is a leadership move in itself — most managers never stop to diagnose before they discipline. But a diagnosis without a plan is just a good intention. Here are the three best next steps depending on where you are.

01

Download the H.O.P.E. Training Method

H.O.P.E. is the training framework that sits inside the Training T. It gives you a 4-step system for installing standards in your team the right way. Visit toniwilliamsofficial.com for access.

02

Book a Strategy Call with Toni

If you're leading a team, managing an organization, or running a business and the performance gaps are costing you time and money — a 30-minute strategy call can help you identify exactly where to start. Toni works with corporate teams, school leaders, and entrepreneurs.

03

Bring 3T to Your Organization

The 3T Framework is available as a half-day workshop, a leadership development program, or a keynote for your next event. Toni has trained leaders across corporate, education, faith, and small business environments.

Work Directly With Toni Williams

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