



THE

Readiness  
inventory

**CLARITY. CONFIDENCE. CAPACITY.**

A Leader's Guide to Determining  
How Ready Your Organization Is To SHIFT



MAKE *shift* HAPPEN®  
INTERNATIONAL




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If you're considering a meaningful shift in your organization, you're likely carrying more than just the weight of the decision.

You're holding competing priorities, people, expectations, and the pressure to get it right.

I've spent nearly two decades working alongside leaders at these moments—as a CEO, interim executive, and advisor.

Most change efforts don't fail because leaders lack vision.

They struggle because they organization isn't ready.

That's why I developed the 3C Diagnostic™.

Clarity.  
Confidence.  
Capacity.

This tool helps you assess readiness before moving forward.



## How the 3C Diagnostic™ Works

Reflect on your organization across  
Clarity, Confidence, and Capacity.

For each statement select:



YES



*Somewhat*



*Not yet*




**This is about patterns—not perfection.**

Tally your responses at the end of each section.

A decorative floral arrangement featuring white flowers, gold leaves, and greenery. The word "Clarity" is written in a black, elegant cursive font in the center of the page. The background is a light, textured white surface.

# Clarity




## Can I/we clearly name the problem—and what it’s costing us?

	 YES	 Somewhat	 Not yet
I/We can clearly articulate the issue beyond symptoms.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I/We understand how it impacts results and people.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stakeholders agree on how important it is to resolve the issue.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I/We have defined a specific outcome.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I/We understand the investment required to make this shift happen.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>TOTALS:</b>			



# Confidence




Do I/we trust the direction—and our ability to navigate it?

	 YES	 Somewhat	 Not yet
I/We explored multiple options.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Decisions are informed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My/Our plan was reviewed by key stakeholders.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I/We welcome feedback.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I/We adjust as we learn.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>TOTALS:</b>			



# Capacity

Do I/we have the structure and space to do this well?

	 YES	 Somewhat	 Not yet
I/We have bandwidth to lead this work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Authority is clear.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Time is available.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Roles are defined.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Resources exist.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>TOTALS:</b>			

# SUMMARY



## **Mostly Yes:**

*Ready to move forward.*



## **Mostly Somewhat:**

*Clarify before acting.*



## **Mostly Not Yet:**

*Address readiness first.*

**Now tally your totals in each category** and use this simple key to determine your organization's readiness to **Make Shift Happen®**.

# How We Support This Work

## LEADERSHIP & TEAM DIAGNOSTICS

Assessments including DiSC, 360 feedback,  
and qualitative insights

## STRATEGIC CLARITY & ALIGNMENT

Facilitation to align direction  
and priorities

## LEADERSHIP RETREATS & FACILITATION

Structured alignment  
experiences

## FRACTIONAL LEADERSHIP

Interim CEO, COO, Chief of Staff  
and fractional leadership roles



# Take the Next Step

## **ORGANIZATIONAL SHIFTS:**

Support for organizations navigating change.

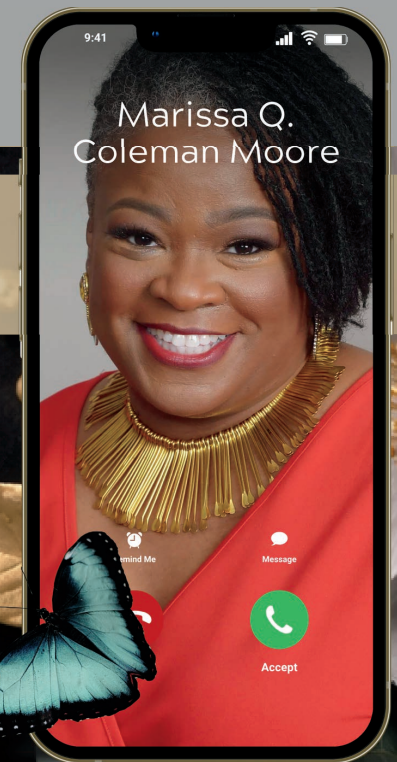
## **LEADERSHIP SHIFTS:**

Private coaching for leaders.

## **SPEAKING:**

Talks and facilitation on leadership and change.

**SCHEDULE A CONVERSATION**



# ABOUT MARISSA

**Marissa Q. Coleman Moore** is a trusted leadership advisor and organizational shift strategist, and the founder of Make Shift Happen® International. She partners with mission-driven organizations navigating change, leadership transitions, and growth—helping leaders align their vision with how work actually happens day to day.

Over the past 15+ years as a consultant and business owner, Marissa has supported more than 100 nonprofit and philanthropic organizations and facilitated leadership development for more than 10,000 leaders nationwide.

A former Executive Director and Interim CEO, she brings more than 30 years of professional experience across nonprofit, corporate, education, and community systems. Marissa holds a Master of Social Work from Washington University in St. Louis and is a certified coach, governance trainer, and facilitator in emotional intelligence and change management.

She is known for helping leaders see what others miss, name what others avoid, and move forward with clarity and confidence.







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