

# Leadership Development Checklist

Leaders who are guiding successful businesses, companies and organizations share certain qualities. They are willing to ask themselves the hard questions and explore uncomfortable truths.

They are continuously looking to improve themselves so that they can be more impactful with their team, their employees and their organizations.

Here are some of the questions that the extraordinary leaders I have talked to and worked with have been willing to ask themselves.

Which one resonates the most for you?

## Conversations with Myself

### Honesty

How honest have I been with myself about

- What's important to me in my life,
- My deep needs about my priorities,
- What's going well and what isn't?

How would I benefit from really connecting with my own inner truth?

### Comfort vs. Courage

Where have I been courageous this year in stepping towards the edge of my comfort zone starting new conversations and doing things that excited and scared me?

How am I missing opportunities by staying with what's comfortable and avoiding what feels uncomfortable? (How aware am I of choosing comfort over discomfort?)

### Faith vs. Fear

Where did I display complete faith in someone?

Where did I display faith in the uncertain future?

Where did I let fear hold me back?

### Purpose

What did I do this year that aligned with my sense of purpose in the world?

Where did I go astray?

### Gifts and Talents

Where did I generously share my gifts and talents with the world?

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Where did I hide them and protect them?

## **Help**

Where did I open myself to receiving help?

Where did I close myself from receiving help?

## **Time and Attention**

How well did I focus my time and attention on the things that mattered?

What distracted me from giving more time and attention to the things that would have made a bigger difference?

## **Thoughts**

What thoughts and activities got more of my attention than they deserved?

What thoughts and activities took time away from other things?

## **Conversations with Others**

### **Relationships**

Where have I been honest and genuine in my relationships?

Where have I kept people at a distance?

How did I show up in my relationships at work this year?

How did I show up in familial relationships this year?

How did I show up with friends this year?

How did I show up with my looser connections this year?

Where do I want to improve those relationships?

### **Authenticity vs. Masked**

Where, when and with whom was I comfortable being myself and letting others see the real me?

When did I wear a mask and play a role in order to fit in or please others?

### **React vs. Respond**

Where have I managed my own emotions and discomfort so that I could thoughtfully respond to issues?

Where have I reacted too quickly from instinct and emotion?

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## **Lead vs. Manage**

Where have I been an uplifting and inspirational leader, leaving people better than they were before? Motivating them to bring their best selves to the tasks at hand?

Where have I spent my time managing people's time, energy and attention and putting out fires?

## **Follow Through**

Where have I followed through for the people that I serve including my team?

Where have I fallen short for the people who rely on me?

## **Support and Encouragement**

Where have I offered support and encouragement to uplift others?

Where have I expected others to offer me support and encouragement?

## **Asks**

Where have I kindly and boldly made clear requests from others?

Where have I expected them to know what I wanted and needed without asking?

## **AAA**

Where have I acknowledged, affirmed and appreciated others?

Where have I missed opportunities to help others feel seen, heard and understood?

## **Difficult Conversations**

Where have I successfully managed difficult conversations and solved problems without escalating conflict?

Where has avoiding difficult conversations cost me, my relationships and my organization?

Where has confronting difficult conversations escalated conflict?

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Want to share what you uncovered?

Or go a little further?

Email me for a casual chat just to support your reflection. No strings attached.

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