

~ 20 Key Areas to Focus On

1. Conduct a Personal Skill Audit

- List your top 5 skills that directly impact your organization.
- Identify 3 areas where you consistently feel stretched or uncertain.
- Ask 1–2 trusted peers to give you feedback on blind spots.

2. Map Your Leadership Strengths to Business Needs

- Compare your strengths with your team's current challenges.
- Identify where your natural strengths are being underutilized.
- Shift focus from what's urgent to what's strategically important.

3. Clarify Your Leadership Zone of Genius

- Reflect on tasks that energize you and come naturally.
- Delegate anything that falls outside this zone whenever possible.
- Build your calendar around activities in your genius zone.

4. Create a Personal Growth Tracker

- Use Notion, Trello, or a journal to track leadership habits.
- Note weekly wins, challenges, and learning moments.
- Set personal development goals and review progress monthly.

5. Inventory Your Emotional Intelligence (EQ)

- Rate yourself in areas like self-awareness, empathy, and regulation.
- Journal how you respond under pressure or stress.
- Practice mindfulness techniques to strengthen EQ daily.

6. Assess How You Respond to Feedback

- Reflect on the last time someone gave you constructive feedback.
- Did you resist, dismiss, or grow from it?
- Create a simple system to request monthly feedback from your team.

7. Define Your Current Leadership Identity

- Write a statement: "I lead best when I ___."
- Ask 3 colleagues to describe your leadership style.
- Reflect on how your identity affects your decisions and energy.

8. Audit Your Decision-Making Style

- Are you more intuitive or analytical? Fast or deliberate?
- Track a few recent big decisions—what worked and what didn't?
- Learn a decision-making framework and apply it next quarter.

9. Examine How You Use Your Time

- Track your time for 3 days—hour by hour.
- Categorize tasks into strategic, operational, and reactive.
- Eliminate or automate at least one low-value task per week.

10. Evaluate Your Learning Habits

- How often do you read, watch, or listen to leadership content?
- Are you applying what you learn, or just consuming?
- Set a learning goal (e.g., 1 new tool or idea implemented per month).

11. Practice Self-Coaching Weekly

- End each week with three questions: What worked? What didn't? Why?
- Identify one leadership behavior you'll experiment with next week.
- Keep a "lessons learned" log to notice patterns.

12. Define Your Legacy as a Leader

- Ask: "What do I want people to say about me 10 years from now?"
- Write down 3 legacy traits and track how you're embodying them.
- Align your actions with your long-term leadership narrative.

13. Monitor Your Energy and Burnout Signs

- Identify tasks that energize vs. drain you.
- Schedule recovery time proactively—not reactively.
- Watch for signals like irritability, avoidance, or exhaustion.

14. Track Your Influence, Not Just Your Output

- Log how your leadership impacted others this week.
- Ask: “Did I inspire, develop, or enable anyone today?”
- Shift from checking boxes to creating change.

15. Evaluate Your Conflict and Feedback Style

- Reflect on how you handle confrontation—avoid, explode, or engage?
- Practice giving clear, kind, and constructive feedback weekly.
- Role-play tough conversations with a peer or coach.

16. Identify Your Leadership Triggers

- Know what situations make you defensive, avoidant, or reactive.
- Journal recent triggers and what they reveal about your beliefs.
- Develop a “trigger response plan” with grounding techniques.

17. Analyze Your Delegation Patterns

- What tasks do you struggle to let go of, and why?
- Ask: Is it a trust issue, a control issue, or a training issue?
- Choose one thing to delegate completely this week.

18. Align Personal Purpose with Organizational Role

- Revisit your “why” for leading this team or company.
- List moments when your work felt deeply meaningful.
- Connect daily tasks with long-term impact to stay motivated.

19. Explore Your Relationship with Uncertainty

- Rate your comfort level with ambiguity on a scale of 1–10.
- Journal how you respond when things don’t go according to plan.
- Practice flexible thinking by reframing setbacks as learning.

20. Celebrate Your Growth

- Keep a “leadership wins” journal to track breakthroughs.
- Review your progress quarterly and celebrate small wins.
- Share your growth story with your team to model vulnerability.