

Your Leadership Checklist:

Effective leadership can be mastered, and a leadership checklist is an effective tool for making it happen.

If you think of additional leadership skills that are not on the list, please include these under other.

As a leader, I

	Do	Need to	Notes/comments
Vision, Mission, Values			
Create a compelling vision			
Think and act strategically			
Cultivate a culture of respect			
Clarify goals, roles and responsibilities			
Live my values			
Communication and Decision Making			
Communicate effectively			
Take charge			
Respect other peoples' opinions			
Act decisively			
Tackle the "tough" stuff			
Know how and when to delegate			
Negotiate not fix			
Listen before I speak			
Motivation and Inspiration			
Inspire passion, optimism and purpose			
Encourage feedback			
Manage relationships			
Spend enough time with the team			
Reward success, not effort			
Build leaders			
Place common interests first			
Core - Self			
Demonstrate Emotional intelligence			
Know myself			
Take ownership			
Lead/model the way			
Learning and Growth			
Show flexibility to new ideas			
Commit to continuous improvement			
Understand people's working styles			
Understand people's learning styles			
Other			