

## First-Time Managers: Leadership Trackers Talent Sculptors | CES

### Tracker Pack Overview

This document includes multiple trackers designed to help first-time managers reinforce their learning, apply CES-aligned leadership behaviors, and stay mindful of how they invest their time and energy.

You can print this pack for manual reflection or maintain a digital version for weekly reviews.

### 1. Weekly Time Investment Tracker

**Purpose:** Log time spent across the three buckets: Delivery, Team, and Self.

**Week:** \_\_\_\_\_

Day	Delivery (Hrs)	Team (Hrs)	Self (Hrs)	Notes (What worked / needs adjustment)
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
<b>Total</b>				

### 2. CES Values Behavior Tracker

**Purpose:** Reinforce CES values through intentional action.

**Week:** \_\_\_\_\_

Date	Apply Empathy	Listen & Learn	Customer Focus	Respect People & Process	Notes/Examples
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Use checkboxes to mark daily behaviors and note practical examples.

### 3. Team Engagement Tracker

**Purpose:** Maintain consistent, meaningful touchpoints with your team.

**Week:** \_\_\_\_\_

Activity Type	Count	Notes / Reflections
1:1 Conversations		
Feedback Given		
Recognition / Praise		
Conflict Resolved		

### 4. Leadership Commitment Tracker

**Purpose:** Track progress on your leadership development goals.

Week	Commitment Statement	Action Taken	Reflection / Learning	Next Step
	"I commit to..."			


### 5. Energy & Overwhelm Self-Check

**Purpose:** Develop awareness of emotional energy and workload stress.

Day	Energy Level (1–5)	Overwhelm Level (1–5)	Trigger/Context	Coping Strategy Used
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

**Note:** Use these trackers consistently for 3–4 weeks post-workshop to internalize habits and improve self-awareness. A printable PDF or editable spreadsheet version is available upon request.

For questions or support, reach out to:

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