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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 ti	me spent across the	three buckets:	Delivery, Tea	m, and Self.
Week:				
Day	Delivery (Hrs)	Team (Hrs)	Self (Hrs)	Notes (What worked / needs adjustment)
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Total				
	•	·		

2. CES Values Behavior Tracker

Week:					
Date	Apply Empathy	Listen & Learn	Customer Focus	Respect People & Process	Notes/Examples
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	

Use checkboxes to mark daily behaviors and note practical examples.

Purpose: Reinforce CES values through intentional action.





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

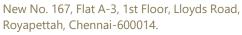
Purpose: Track progress on your leadership development goals.

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.

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



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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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