Leadership Checklist

1. Concentrate on the whole, the interconnections between the parts, and how to optimize value creation across all systems. Take initiative where you have the opportunity to create substantial value.
2. Conduct regular high fidelity planning
   1. Once a year allocate 1-3 days collaborating with team to establish clear objectives for the year
   2. Make sure objectives are highly aligned with the company’s strategic priorities
   3. Establish team and individual goals
   4. Check in at the 6-month mark and review how progress is being made toward annual objectives — half-day or one-day meeting
3. Establish quarterly goals for team and for each team member that are aligned with annual goals.
4. Include team development goals as part of the team goals and individual development goals as part of the individual goals.
5. Hold regular one-on-ones with each direct report and reference established goals.
6. Consciously delegate and empower each direct report at a level appropriate with their competency.
7. Engage in activities that optimize personal grounding and a calm alert internal state — optimizing creativity, focus, emotional intelligence (engaging in activities such as yoga, meditation, tai chi, exercise, healthy diet, music, art, service, philanthropy).
8. Hold regular management team meetings (weekly to monthly).
9. Review progress against team goals in team meetings. Facilitate roughly equal participation between team members.
10. Provide regular praise and recognition (about 6 times more frequently than constructive feedback) using best practices.
11. Provide regular constructive feedback, especially in one-on-one’s, as is appropriate, using guidelines.
12. Actively coach and support direct reports: review progress against goals, ask questions, seek to understand and support success, monitor results.
13. Continually work on building rapport and creating psychological safety with your team and throughout the organization
    1. Regularly ask for feedback
    2. Share information, plans, feelings and thoughts
    3. Regularly connect with team members on a personal level as well as a work level
    4. Be accessible, authentic, compassionate, vulnerable.
14. Establish and practice effective decision making: good decisions, efficiently executed, optimizing buy-in. Engage others, collaborate, define and agree upon the process.
15. Review structures, systems and processes and optimize where there is opportunity for improvement.
16. Communicate team progress within team and across org.
17. Practice leading every day and be an inspirational role model.