

Professional Development

SUCCESS+

DAILY LEADERSHIP REFLECTION JOURNAL

Strengthen self-awareness. Lead with intention.



Developing leadership skills isn't something you do once. It's an ongoing learning process—day by day, moment by moment. Use this resource as a tool to cultivate greater self-awareness, intentional action, and meaningful connection each day. By setting your morning leadership intention and ending with honest self-reflection, you'll sharpen your emotional intelligence, identify growth opportunities, and consistently show up as the kind of leader others trust, respect, and remember.

Use the **morning** and **evening** journal prompts to develop the daily habit of mindful leadership. Small, consistent shifts lead to extraordinary influence. It starts with you—today.



Daily Reflection Prompts

This daily journaling practice is designed to strengthen your leadership mindset through intentional reflection and self-assessment. Each section offers a set of prompts to help you lead with clarity in the morning and grow through self-awareness in the evening.

You don't have to answer every question every day—this is a flexible framework, not a rigid checklist. Choose the prompts that feel most relevant to your day, goals, or challenges.

MORNING INTENTIONS

What kind of leader do I want to be today?

*Describe how you want to show up today. Think beyond tasks—focus on your mindset, tone, energy, and values.
Example: "I want to lead with calm clarity and empower others to step up."*

What 1 leadership act matters most today?

*Identify the single action that will have the biggest leadership impact.
Examples: Give direct feedback with care. Hold space in a 1:1. Make a high-stakes decision.*

Who needs my attention today?

Name 1 person you will intentionally support, coach, mentor, or recognize. Why them? What do they need from you? How will you show up for them today?

What will I embody as a leader today?

*Focus on a core trait or value (e.g., courage, compassion, decisiveness) and how you'll practice it.
Example: "I'll embody transparency by openly discussing roadblocks in today's check-in meeting."*

What energy do I want to bring into the room?

*Set an intention for your presence—especially in meetings or moments of tension with the team.
Example: "I want to bring grounded focus to today's strategy session."*

What challenge might I face today, and how will I lead through it?

Anticipate a potential leadership moment and decide how you'll handle it with intention.

Example: "If the project delay causes frustration, I'll stay solution-oriented and affirm the team's effort."

What does my team or organization need most from me today?

Zoom out from your own to-do list to see the bigger picture.

Example: "My team needs reassurance and a clear decision. I'll provide both."

What mindset will best serve me and others today?

Clarify the mental posture you want to lead from—whether it's curiosity, resilience, humility, or confidence.

Example: "I will lead from a mindset of possibility, even if things don't go to plan."

What does successful leadership look like for me today?

Define what "success" means for your leadership on this specific day.

Example: "If I help my team make progress without feeling overwhelmed, I'll consider today a success."

How will I communicate with purpose today?

Identify a key message or conversation and decide how you'll approach it with clarity and intention.

Example: "I'll clearly communicate the 'why' behind our shift in priorities to keep the team aligned and engaged."

END-OF-DAY REFLECTIONS



What leadership win(s) am I proud of today?

Celebrate moments when you embodied strong leadership, no matter how big or small.

Example: "I stayed composed under pressure. I navigated a tough conversation with empathy and clarity. I empowered a team member to take ownership of a project."

Where did I lead with courage or integrity?

Notice when you stayed aligned with your values, even when it was uncomfortable.

Example: "I admitted a mistake during a meeting instead of deflecting."

How did I contribute to someone else's growth/development today?

Acknowledge the ways you uplifted or enabled someone else's progress.

Example: "I coached a team member through a challenge instead of giving them the answer."

What energized me most in my leadership today?

Reflect on what felt aligned, fulfilling, or flow-inducing.

Example: "Facilitating the brainstorming session reconnected me to our bigger vision."

What challenged my leadership today, and how did I respond?

Be honest about pressure points and how you handled them.

Example: "I got flustered during a high-stakes decision, but I slowed down to clarify the options."

Where could I have shown up better?

Own any moments where your impact didn't match your intention—with self-compassion.

Example: "I dismissed a team member's concern too quickly in our check-in."

Did I communicate clearly and effectively?

Evaluate how you delivered your message and how it was received.

Example: "I gave vague direction in the kickoff call and had to clarify twice."

What did I learn about myself as a leader today?

Capture new insights, patterns, or realizations that emerged.

Example: "I noticed I tend to rush decisions when I feel behind schedule."

What do I want to let go of from today?

Release what you don't want to carry into tomorrow.

Example: "I'm letting go of the self-doubt I felt after that presentation."

What's 1 thing I'll do differently tomorrow?

Choose a meaningful, actionable shift to practice next time.

Example: "Tomorrow I'll pause before responding defensively to feedback."

Journal Pages

Use this as a repeatable page in your leadership journey—each day builds your awareness, alignment, and impact.

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Journaling Tips

This journal is designed for flexibility, consistency, and sustainable leadership growth. Here's how to get the most out of it:

MORNING REFLECTION

- Choose 2–3 prompts each morning that feel most relevant to your goals, energy, or focus for the day.
- Vary your prompts to stretch different leadership muscles, but don't hesitate to revisit favorites.
- Repeat at least 1 prompt 2–3 times per week to deepen your awareness and track growth (e.g., "Who needs my attention today?").

EVENING REFLECTION

- At the end of your day, choose 2–3 evening prompts to reflect with honesty and self-compassion.
- Look for patterns in your responses: What wins repeat? What challenges persist?
- Use the final prompt, "What's 1 thing I'll do differently tomorrow?" frequently to build momentum and intentional change.

WEEKLY INSIGHTS

- Once per week, skim your journal entries to spot recurring themes, emotional tone shifts, or areas where you consistently feel challenged or stretched. They reveal patterns that signal where deeper development, support, or intention may be needed in your leadership.
- Use these insights to refine your leadership vision, set goals, or prepare for one-on-one conversations and team planning.

DIGITAL JOURNALING

- If you prefer to use this worksheet digitally (PDF format) instead of a physical notebook, duplicate the reflection pages as needed:
 - In Adobe Acrobat or Preview, use the "Insert Page" or "Duplicate Page" feature.
- You can also keep a digital journal by pasting daily prompts into a notes app or your favorite journaling app or tool.

Keep Growing—Keep Leading

Leadership isn't about perfection—it's about presence, awareness, and daily practice. By consistently journaling with these prompts, you're doing the inner work that leads to lasting impact: showing up intentionally, reflecting with honesty, and choosing growth over autopilot. These small, mindful moments compound into a leadership style rooted in authenticity, clarity, and trust.





Ready to accelerate your leadership journey?

Join the SUCCESS® Leadership Lab—a 4-week guided experience designed to help you turn personal insight into powerful action. Through on-demand expert coaching, immersive exercises, and live sessions with a supportive community of driven professionals, you'll strengthen your ability to lead with confidence and purpose in every area of your life.

ENROLL NOW

