

SUCCESS+

HOLIDAY LEADERSHIP CHALLENGE

Make Your Team Feel Seen This Holiday Season



Wrap up the year by celebrating what truly matters: your team.

Take on eight ways to challenge and improve your leadership each week until New Year's

Challenges are framed by five leadership pillars from the renowned book *The Leadership Challenge* by Jim Kouzes and Barry Posner:

- *Model the way*
- *Inspire a shared vision*
- *Challenge the process*
- *Enable others to act*
- *Encourage the heart*

Week 1:



BE THE LEADER THEY ASPIRE TO BECOME

Challenge:

Model boundaries and prioritization with your team. This week, establish a meeting-free day for your team where calendars are cleared and reserved for work. Use this time to advance a longer-term professional or organizational goal.

Tasks:

- ☐ Notify your team of a meeting-free day.
- ☐ Send a note to other departments to let them know your team will be unavailable for meetings that day.
- ☐ Reschedule meetings and clear your calendar.

Week 2:



INSPIRE CREATIVE SOLUTIONS

Challenge:

Empower your team to be creative. This week, revisit your departmental or organizational vision and ask your team about their wish list of ways to accomplish the vision in the year(s) ahead—without limits. Think: new initiatives, improved tools or processes, events, partnerships, and more.

Tasks:

- ☐ Carve out 20 minutes of your team meeting for a live brainstorm.

OR

- ☐ Create a vision board or use a virtual sticky note app (like Miro or OneNote) for free-flowing ideas and share it among your team to add their ideas, goals, and dreams for the organization throughout the week.

Week 3:



START PULLING THE STRING AND RING IN THE NEW (PROCESSES)

Challenge:

Push the boundaries of your own leadership style. This week, before providing direction to a project or executing on a task, take a moment to think about how it could be done better—then start doing it! Give it a try once as a trial run, and take note of the results.

Tasks:

- ☐ Consider the “why” behind your directive or execution of an assignment. Can it be done in a simpler way?
- ☐ Write down your ideas for an easier, but still effective, way to do it.
- ☐ Circle the best idea and act on it!

Week 4:



SPOTLIGHT A TEAM MEMBER

Challenge:

Give others the chance to grow their skill sets. This week, train someone on a task you know they are interested in learning about and growing in. Many teammates want to learn more about a certain field or area of work but lack the opportunity or time to shadow someone to do it. Make time this week to help them shine.

Tasks:

- ☐ Consider your colleagues' long-term goals or desired skill sets. Is there an element of your work that falls within one of them?
- ☐ Reach out to your teammate(s) and offer for them to shadow you as you complete this assignment this week or if they want to give it a go with you as their reviewer.
- ☐ Provide advice or encouragement. Then... watch them grow!

Week 5:



REMIND YOUR TEAM WHY THEY'RE THERE

Challenge:

Foster team motivation. It's easy to get lost in the day-to-day grind. This week, make space to have a conversation with your team or colleagues about what motivates them. This helps the team (and you) remember why they choose to dedicate their time to this particular organization.

Tasks:

- ☐ Create a short list about what motivates you at your organization to start the conversation.
- ☐ Set aside time in a team agenda or a 1:1 to connect with your colleagues to ask them about their motivations.
- ☐ Note their responses and consider how you can incorporate reminders of these reasons and motivations into the team's work.

Week 6:



DEMONSTRATE WORK-LIFE BALANCE

Challenge:

Give others an example to follow. This week, establish and follow work-life boundaries. When others see someone establishing these boundaries—especially a boss or organizational leader—it normalizes the action and encourages them to set their own healthy boundaries as well.

Tasks:

- ☐ Do not respond to emails outside of work hours this week.
- ☐ Set boundaries with new assignments, communicating the time you will be offline or leave work for the day and that anything past that time will be continued the next workday.
- ☐ If you notice one of your direct reports working on an assignment near close of business (COB), directly tell them it's OK to leave it for tomorrow and offer your support for the day after if there are time constraints.

Week 7:



REROUTE PRIORITIES FOR THE WEEK

Challenge:

Provide the structure to help the team better organize their time. The week before the holidays could be the perfect opportunity. Consider your long-term strategy or a task that you can never get to, and set a short-term milestone for it!

Tasks:

- ☐ Think about your long-term strategy at work, and 1-2 smaller steps (i.e., milestones) to help advance it.
- ☐ Set an achievable deadline for your milestone this week.
- ☐ Block time on your calendar for head-down time to work on this milestone.
- ☐ Share this milestone with your team and encourage them to share their milestones as accountability partners.

Week 8:



SPEAK UP AND SEEK FEEDBACK

Challenge:

Set aside the anxiety of going against the norm. This week, practice how you will speak up, for yourself or others, in the year ahead.

Tasks:

- ☐ When you find yourself disagreeing with something, take a breath and communicate your alternative idea and its benefits.
- ☐ If you notice someone not in line with the direction of a project or task, give them a platform to share their ideas—sometimes people need prompting!

You're a leader through and through...

You finished the SUCCESS+ Holiday Leadership Challenge!

Don't put these lessons behind you.

The key to success is uplifting those around you—and setting the example of how to get things done.

Keep these key principles of leadership in mind all year long and create a list for yourself to keep the momentum going into 2025...

LEADERSHIP CHALLENGES FOR 2025

Be the Leader They
Aspire to Become:

Inspire Creative
Solutions:

Start Pulling the
String and Ring in
the New (Processes):

Spotlight a
Team Member:

Remind Your Team
Why They're There:

Demonstrate
Work-Life Balance:

Reroute Priorities
for the Week:

Speak Up and
Seek Feedback: