

Squared Away Monthly Plan

As a leader, you have a duty to role model being squared away for your team. “Squared away” means you’ve taken care of all your personal needs in advance of being in front of, and with, your team. Squared away means that when you’re with your team, you are completely focused on their needs—and undistracted by your own personal needs.

Directions: Answer the questions below to check in with yourself on what you’re feeling, thinking, and doing. Then, create your weekly plan of practices you will commit to going forward to get squared away over the next month, and into the future. to keep in the back of your mind: “I don’t know what I said, so tell me what you heard.”

Get Emotionally “Squared Away:”

a) How do you respond to difficult people and difficult situations that challenge you? Which emotions help your performance, and which hinder your performance?

b) How does this response affect other people? How do you think your response makes people feel?

c) How could you regulate your emotions to deliver a response that is best for the team (versus satisfy your own needs/ego)?

d) What are the specific steps you can start this month that will influence others in a more positive way? Said another way, how do you want people to feel when they interact with you?

Get Mentally “Squared Away:”

a) Have you created white space before and after meetings so you can be your best self?

b) Do you know what you need to know before entering all your meetings (professional competence), and if not, do you have the confidence to be vulnerable enough to say, “I don’t know,” or “I don’t understand”?

c) What podcasts are you listening to, books you’re reading, and/or LinkedIn Learning courses you’re watching to be a better leader? Are you keeping a journal to track your progress as your own personal responsibility?

Recommended readings:

- “The Power of ‘Active Followers,’ from Mission Control to Mountain Climbing,” Knowledge @ Wharton located at <http://knowledge.wharton.upenn.edu/article.cfm?articleid=3044>
- “Wilderness Leadership— On the Job” by John Kanengieter and Aparna Rajagopal-Durbin located at <https://hbr.org/2012/04/wilderness-leadership-on-the-job>
- Leadership the Outward Bound Way: Becoming a Better Leader in the Workplace, in the Wilderness, and in Your Community (hardback) Edited by Rob Chatfield and Lewis Glenn, located at <https://www.amazon.com/Leadership-Outward-Bound-Way-Wilderness/dp/159485033X>

Get Physically “Squared Away”

Make fitness a priority. It may feel selfish or unnecessary, but managing your energy is going to help you manage the energy of others to better serve a greater purpose.

a) Are you rested? Showing up sleep-deprived, or impaired in some way is unfair to others, and never acceptable.

b) Are you following healthy nutritional habits in your diet?

c) What types of exercise do you enjoy that you can make a habit?

d) What are other specific steps you can take to get physically squared away?

Document your monthly plan:

If you need help remembering, set reminders and block your calendar to commit to these goals.

Week #	Activities
Week 1:	
Week 2:	
Week 3:	
Week 4:	

Other Technology Tips:

- Apple Watch
- Garmin
- Fitbit