My Calm Leader OS Plan

A PERSONAL OPERATING SYSTEM AND PRACTICAL GAME PLAN FOR HOW YOU LEAD WHEN THINGS GET BUSY

This Calm Plan is not about being perfect.

It is about noticing sooner, choosing better, and recovering faster.
You cannot fail at this unless you stop using it. Everything else is information. Use this as a working document.
Revisit it.
Adjust it.
Let it evolve as you do.

1. My Leadership Baseline

My Authentic Leadership Archetype (when I feel like myself)

_____

My Default Under Pressure (where i go when things get hairy)

_____

What this misalignment tends to cost me (energy, time, confidence, focus):

_____

_____

2. Common Triggers

These are the situations that reliably knock me out of calm if I am not paying attention. List the top 2 triggers you see most often. These are the ones we will design around first.

Trigger One

_____

Trigger Two

_____

List any additional triggers below just as a reference:

_____

_____

_____

_____

3. My Default Response vs My Preferred Response

Choose one of the above triggers to start with. Copy this page to work additional triggers.

Trigger

_____

What I usually do under pressure (default response):

_____

Why this response makes sense (which of your strengths it leverages):

_____

How it tends to backfire when overused:

_____

My preferred response (or responses) when I am calm and aligned:

_____

4. My Proactive Setup

What I can do before things get busy to make the preferred response easier. Think in terms of small, realistic actions:

Trigger: _____

For this trigger I will proactively:

-

-

-

(Examples: calendar blocks, clearer expectations, delegation rules, decision cutoffs, communication defaults.)

5. My OS Mental Triggers

Short questions or phrases that help me re-run my OS in the moment. Choose the ones that matter most for this situation.

- **Attention:** "Does this need my attention, or just someone's action?"
- **Decisions:** "Is this reversible or not?"
- **Ownership:** "Who actually owns this next?"
- **Communication:** "What assumption am I making right now?"
- **Recovery:** "What do I need to reset before this gets harder?"

Add any personal language that works better for you:

_____

6. How I Will Handle the Usual Trouble Spots

These are the places leaders most often lose calm.
Write what works for you.

Prioritizing

When everything feels important, I will:

_____

_____

A reminder that helps me choose:

_____

Delegating

When something needs action but not my attention, I will:

_____

_____

A reminder that helps me let go:

_____

Setting Boundaries and Expectations

When my boundaries start to blur, I will:

_____

_____

A reminder that helps me hold the line:

_____

7. How I Will Know This is Working::

Signals of progress, not perfection. Remember, this is about making new habits, not changing everything overnight.

I will know this Calm Plan is helping when:

-
-
-

Optional: Early warning signs I am slipping back into default mode:

_____

_____

8. Weekly Check In (5 minutes)

At the end of the week, answer quickly:

- *Where did I notice myself sooner?*
- *Where did I choose differently?*
- *What worked well enough to keep?*
- *What needs adjusting next week?*

One small adjustment I will make next week:

_____

_____

Optional: Who I will ask to help hold me accountable to that change:

_____

_____

9. My Commitment

Within the next day, schedule a short break somewhere you will not be interrupted.

Bring this Calm Plan with you. Have a coffee, tea, or small snack. Read your Calm Leader OS Plan slowly, start to finish. Pause to think on anything that jumps out at you.

Then write three simple commitment statements below. These are not promises to be perfect. They are commitments to practice.

I will:
1) _____

2) _____

3) _____

(*Optional*) Signed _____

**Calm leadership is not the absence of pressure.
It is having a plan for who you are going to be
when pressure shows up.**