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**Week 14: Assignment 3: Leadership and Mindset Plan**

Throughout this course, you’ve been learning a great deal about what it takes to become a strong leader through developing your leadership traits and soft skills, directing with empathy, incorporating flexibility, managing remote teams, showing gratitude, working on your confidence/resilience, honing an entrepreneurial mindset and more. Complete your own personal Leadership and Mindset Plan below by responding to the questions below (taken from the book Launch Your Inner Entrepreneur):

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| **Leadership Skills** |
| How would you rate your leadership skills on a scale of 1 to 10? What areas could you improve on? |
| In what way do you (or will you) regularly communicate with your team? Can you improve at all? |
| Do you lead with your heart or your mind? How so? What can you do to foster that balance? |
| What soft skills do you need to improve? At which do you excel? |
| How do you (or will you), put your employees needs above your own? |
| How well do you delegate your work? What can you do to improve here? |
| In what ways do you, or will you, provide guidance to your employees? |
| Who is your leadership role model? What do you like most about them? How can you emulate their style? |
| **Staffing and Managing Your Team** |
| How do you, or will you, incorporate flexibility for your staff? |
| Will you, or do you, offer unlimited paid time off? Will you consider it if not? |
| How will you, or do you measure, milestones and productivity for your remote employees? |
| **Gratitude and Empathy** |
| What are you currently doing, or will you do, to incorporate gratitude activities into your day-to- day routine? |
| Have you started a gratitude journal? If not, will you? Will you encourage your employees to do the same? |
| What type of team-building activities are you using, or will you use, to help your team with bonding? |
| What else will you, or do you do already, to foster thankfulness? |
| What example do you, or will you, set for the team? |
| How do you, or will you, lead with empathy? |
| In what ways will you, or do you, pay it backward and give it forward? |
| **Patience** |
| What makes you impatient? |
| How will you practice patience? |
| **Increasing Confidence** |
| How confident are you? What are some areas that you need to work on? |
| What are you good at and passionate about? What are your strengths? |
| How will you, or do you, celebrate both your successes and failures? |
| Do you suffer from impostor syndrome or self-sabotage? How so? |
| What affirming mantra will you, or do you say to yourself when negative internal dialogue creeps in? |
| What can you or do you already do to pull yourself up when you experience an obstacle or setback? |
| **Continuous Learning & Development** |
| What professional associations will you join or do you already belong to? |
| What methods will you use- or are you using currently- to establish yourself as a thought leader? |
| What you do to further develop and hone your entrepreneurial thinking? |
| What additional certificates will you purse? |
| What industries books and publications will you keep up with? |
| What else will you do to keep learning? |
| Is there anything holding you back? If so, how will you eliminate it and keep moving forward? |

Please submit the completed template for this assignment on Blackboard by Sunday midnight of Week 14.

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| **Assignment 3 Grading Rubric (225 points)** | | | | | |
|  | **Unsatisfactory**  **0%** | **Partially Satisfactory**  **70%** | **Satisfactory**  **80%** | **Proficient**  **95%** | **Exceeds Requirements**  **100%** |
| **Leadership Skills**  **13%** | Did not complete any of the requirements for this section. | Met some of the requirements for this section. | Met most of the requirements for this section. | Met all of the requirements for this section. | Went above and beyond the requirements for this section. |
| **Staffing & Managing Your Team**  **13%** | Did not complete any of the requirements for this section. | Met some of the requirements for this section. | Met most of the requirements for this section. | Met all of the requirements for this section. | Went above and beyond the requirements for this section. |
| **Gratitude & Empathy**  **13%** | Did not complete any of the requirements for this section. | Met some of the requirements for this section. | Met most of the requirements for this section. | Met all of the requirements for this section. | Went above and beyond the requirements for this section. |
| **Patience**  **13%** | Did not complete any of the requirements for this section. | Met some of the requirements for this section. | Met most of the requirements for this section. | Met all of the requirements for this section. | Went above and beyond the requirements for this section. |
| **Increasing Confidence**  **13%** | Did not complete any of the requirements for this section. | Met some of the requirements for this section. | Met most of the requirements for this section. | Met all of the requirements for this section. | Went above and beyond the requirements for this section. |
| **Continuous Learning & Development**  **15%** | Did not complete any of the requirements for this section. | Met some of the requirements for this section. | Met most of the requirements for this section. | Met all of the requirements for this section. | Went above and beyond the requirements for this section. |
| **Clarity, Logic and Writing Mechanics**  **10%** | There are numerous errors in terms of clarity, logic, format and writing. It's difficult to understand and doesn't flow well. | There are errors in terms of clarity, logic, format and writing. | There are a few errors in terms of clarity, logic, format and writing. | There are minimal errors in terms of clarity, logic, format and writing | No errors related to clarity, logic, format and writing. |
| **Submitted on Time**  **10%** | 15 or more days late | 7-14 days late | 3-6 days late | 1-2 days late | Submitted on Time |