

5-Minute Daily Leadership Habit Checklist

☐ Reflective Journaling

- What's one decision I made today?
- What went well—and what could I improve?
- One lesson I'll carry into tomorrow: _____

☐ Solicit Honest Feedback

- Who can I ask for candid feedback today?
- Feedback question: "What's one thing I could have done better?"
- I'll reach out to: _____

☐ Set Clear Daily Priorities

- Top 3 tasks that will move my team forward:
 - 1. _____
 - 2. _____
 - 3. _____
- Time-block or delegate as needed

☐ Recognize a Team Win

- What went right for my team today?
- Who deserves a quick shout-out or thank-you?
- I'll acknowledge: _____ via ____ (e.g., email, Slack, Teams)