

PERSONAL *Effectiveness* CHECKLIST

DO WHAT ONLY **YOU** CAN DO



LEADERSHIP MODEL

- Act in a way that is consistent with your strengths and values
- Adapt your leadership to what the company needs
- Seek to continuously grow
- Embrace and act on feedback in the spirit of continuously growing as a leader
- Provide hope for the future in all situations, no matter how dire

MANAGING YOUR TIME & ENERGY

- What gives you energy, what depletes your energy?
- Keep a “tight but loose” schedule
- Care enough to compartmentalize
- Infuse energy into your routine
- Tailor your support staff to your needs

YOUR BRAND

- Stay humble
- Embrace servant leadership
- Create a diverse and informal “kitchen cabinet”
- Display genuine gratitude for the opportunity to lead
- Stay curious



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