



Application Worksheet

Week 1, Day 1: Clarify Focus

Today's Thought

You may not be able to the move the 'trees' in your life, but you can choose how to deal with them. That choice is fully within your control.

Today's Questions

What 'trees' tend to occupy too much of your time and energy?

What situation would benefit if you became more involved?

Today's Challenge

Pick one 'tree' in your life that is occupying your energy and let it go. Don't talk about it. Don't think about it. Just let it go.





Application Worksheet

Week 1, Day 2: Engage People

Today's Thought

Leading people is not about transactions; it's about transformation.

Today's Questions

When you are working with others, who's agenda are you on - your agenda, their agenda, or a shared agenda?

Do you overly focus on the task at hand and forget that people are involved?

What might you do to strike a better balance between people and task?

Today's Challenge

Pick one relationship that has become overly transactional and take a step today toward bringing the human dimension back into the relationship.





Application Worksheet

Week 1, Day 3: Rethink Failure

Today's Thought

If you want to accomplish something that you have never accomplished before, you will face setbacks and failure. It comes with the territory. Great leaders learn from failures and continue to move forward. Failure is inevitable. Quitting isn't.

Today's Questions

Have past failures increased or diminished your determination for greatness?

What dreams have you given up on and settled for something less?

Have you been knocked down in the past and managed to get back up and try again?

How deep is your well of resilience?

What are you doing right now to invest in your mind, relationships, body, and spirit?

Today's Challenge

Think about a recent failure that you've experience. Identify one thing that you can learn from that failure that will help you to be a better leader.





Application Worksheet

Week 1, Day 4: Find Guides

Today's Thought

Call the person whatever you want – guide, coach, counselor, advisor, etc. (yes, there are differences) – but the reality is that we all need a guide in our lives.

Today's Questions

When you think about your career, whom do you look to for advice and guidance?

We like to think that we are creating a new path for ourselves and forging new ground, but the reality is that others have gone before us. Who has gone before you that can help you to navigate the path?

Few things go exactly as planned. You are going to hit the occasional setback, miss an interim goal, or fall short at times. Do you have someone in your life who provides you a needed boost of confidence when times get tough?

Today's Challenge

Identify one person who can provide you guidance, direction, or counsel. Send her or him a note and set up a time to talk.





Application Worksheet

Week 1, Day 5: Seek Balance

Today's Thought

As a leader, there is more to do than you possibly have time to accomplish. Finding balance takes persistence, practice, and courage.

Today's Questions

When you work to strike balance, do you set your sights on something realistic and obtainable? Or, do you try to go after too much?

How uncomfortable are you with disappointing others? How about disappointing yourself?

What is the last 'big' thing you said "no" to in order to maintain a sense of balance?

Are you willing to practice at finding balance? Or, will you merely surrender at the first sign of resistance and fall back into old ways?

Today's Challenge

Have a conversation today with a family member, friend, or colleague about what balance in your life should look like from their perspective.





Application Worksheet

Week 1, Day 6: Think Differently

Today's Thought

Being a new leader is an exciting, scary, humbling, and amazing time. Embrace it. Keep things in perspective and maintain your balance. And, if you fall off the log, dry yourself off, swallow your pride, and commit to getting it right next time.

Today's Questions

When you enter a room, does your ego lead the way or do you leave it in the hallway?

How might you be failing to be fair and consistent with your people?

What would you point to in order to show that you are earning, not demanding, respect?

When was the last time you attempted to truly engage someone else in goal-setting or decision-making?

How well are you keeping things in perspective?

Today's Challenge

Based on your answers to these questions, identify one small action that you can take today to improve in just one area.





Application Worksheet

Week 1, Day 7: Enjoy the Journey

Today's Thought

If you fast-forward 10, 15, or 20 years into the future, those that you choose to lead won't remember the specific priorities that you are working on today. No one will recall the numbers or the metrics; however, they will remember what it was like to work with and to be led by you.

Today's Questions

How might your focus on tasks, goals, objectives, and results be causing you to lose sight of the bigger perspective?

How often do you take the time to pause in the moment and enjoy the journey?

What might you do differently to enjoy the moment, while delivering results?

Today's Challenge

Make a commitment to pause three times today to reflect on the moment, in the moment. Jot down what you observed, heard, felt, etc. Then, think of what you would have missed if you hadn't spent time in the moment.





Application Worksheet

Week 1 Wrap-Up

Based on this week's lessons about 10 ways that leaders think, how would you rate your current thinking? Are you on target? Struggling? Somewhere in between?

YOUR CURRENT THINKING

		YOUR CURRENT THINKING										
1	CLARIFY FOCUS	Struggling										On Target
2	ENGAGE PEOPLE	Struggling										On Target
3	RETHINK FAILURE	Struggling										On Target
4	FIND GUIDES	Struggling										On Target
5	SEEK BALANCE	Struggling										On Target
6	CHECK EGO	Struggling										On Target
7	REMAIN CONSISTENT	Struggling										On Target
8	EARN RESPECT	Struggling										On Target
9	KEEP THINGS IN CONTEXT	Struggling										On Target
10	ENJOY THE JOURNEY	Struggling										On Target



Application Worksheet

Week 1 Wrap-Up

Considering your assessment on the previous page as you answer the following questions:

Do you believe others would agree with your assessment? Why or why not?

For the areas that were on target, what can you do to ensure that you maintain the right perspective?

In regards to those mindsets where you are struggling, which one would you like to address first and what can you do to begin to shift your thinking?





Application Worksheet

Week 2, Day 8: Excavate Purpose

Today's Thought

If you fast-forward 10, 15, or 20 years, you and those on your team won't remember the specific goals you are working on today. No one will recall the metrics that are driving today's discussions; however, they will remember the overall purpose of the team and if you were a purpose-driven leader.

Today's Questions

Think about a team that you have been on in the past that had a very clear purpose. This could be a team from work, school, sports, etc.

How did having a clear purpose affect the energy level of the team?

How committed were you and your teammates to the team's success?

What was the team able to achieve as a result of the clear purpose?

Today's Challenge

Ask two people to tell you about an experience they had when they were on a team that had a clear purpose. Listen for examples of energy, commitment, and results in their responses.





Application Worksheet

Week 2, Day 9: Understand Meaning

Today's Thought

Finding meaning in your work is what allows you and your team to overcome the day-to-day challenges of work. It's not the other way around.

Today's Questions

How would you describe the meaning that you find in your work?

When was the last time you tapped into motivation that flows from an important cause? How would you describe the feeling?

How well do the people you work with understand the purpose behind what they do?

Today's Challenge

As you go through the workday, pause occasionally and reflect on your energy level. Make note of times when you feel most energized and ask yourself what it is about what you are doing in the moment that is causing your energy to spike.





Application Worksheet

Week 2, Day 10: Uncover Problems

Today's Thought

Uncovering and working to solve a problem can often ignite one's passion and fuel one's purpose.

Today's Questions

What problems do you see around you that need addressing?

Of those problems, which one are you uniquely positioned to solve?

How passionate are you to solve one of these problems?

Today's Challenge

Spend five minutes brainstorming what would happen if one of the problems that you listed above was solved. Make note of what opportunities would arise and what pains or struggles would be relieved.





Application Worksheet

Week 2, Day 11: Assess Talent

Today's Thought

You possess unique talents, skills, and capabilities. One of your jobs as a leader is to build a team around you that complements those strengths and collectively makes individual weaknesses irrelevant.

Today's Questions

What have others told you are your strengths?

Describe a work task or activity that you are confident in performing and believe you excel at.

What are the two or three talents that you believe you uniquely possess?

Today's Challenge

Talk to two or three colleagues, friends, or family members and ask each one this question, "What are the two or three talents that you believe I uniquely possess?" Take note of their responses and compare them to your answers to today's questions.





Application Worksheet

Week 2, Day 12: Explore Passion

Today's Thought

Every person you meet is passionate about something. The ones who are often most fulfilled are those who have found a role that allows them to get paid to pursue their passions.

Today's Questions

What energizes you?

What drains your energy?

What type of work would you do regardless of the pay?

Today's Challenge

Start a timer and invest two minutes writing about your passions. There is no right or wrong answer. Just let your thoughts flow onto the paper.





Application Worksheet

Week 2, Day 13: Close Doors

Today's Thought

I had confused burning bridges with shutting doors. One is toxic and destructive. The other is liberating and, when done well, relationship and career enhancing.

Today's Questions

How difficult do you find it to close doors, turn off opportunities, or say 'no' to something? Why?

What was the last door you left open too long or closed too quickly?

What would have happened if you had shut it a bit faster or kept it open a moment longer?

Today's Challenge

Identify a door that needs to close and start the process of closing it today.





Application Worksheet

Week 2, Day 14: Go All In

Today's Thought

If you are going to live out your purpose as a leader and make a unique contribution, you are going to have to make the conscious decision to go all in. Halfway isn't good enough.

Today's Questions

Are you more likely to jump all in on something, stand back and watch it play out, or do you fall somewhere in between?

What was the last thing you went all in on at work or school? How did it turn out?

What is something right now that you are hedging your bets about? What might happen if you go all in?

Today's Challenge

Have a conversation with someone you believe tends to go all in on things. Ask the person to describe what drives that type of full commitment behavior.





Application Worksheet

Week 2 Wrap-Up

1. Who do you serve in your role as a leader?

2. What results do those you serve want to achieve?

3. What barriers are impeding the progress for those you serve?

4. What talents do you possess as a leader?

5. What is your inner voice or conscience telling you to do?

6. What are you passionate about?

7. How do you want to be remembered as a leader?





Application Worksheet

Week 2 Wrap-Up

Use your answers on the previous page to draft your **Leadership Impact Statement**.

Leadership Impact Statement

As a leader, I serve _____ and assist
(question #1)

their efforts to _____.
(question #2)

In doing so, I will help them to overcome barriers including _____
(question #3)

By applying my talent for _____,
(question #4)

listening to my inner voice that encourages me to _____
(question #5)

_____, and putting to use my passion for _____
(question #6)

I choose to be remembered as a leader who _____
(question #7)



Application Worksheet

Week 3, Day 15: Recognize Strategy

Today's Thought

Establishing more strategic priorities may cause you to say 'no' to many good, herd-following ideas, but these choices are what separate the very best leaders.

Today's Questions

How would you describe what it means to think strategically?

What limitations exist in your current role that keep you from being more strategic? Are you certain that those limitations exist or are you merely assuming they exist?

As a leader do you see yourself as more of a bold strategist or a herd follower? Are you ok with that position?

Today's Challenge

Write down some of the priorities (goals) you have accomplished over the last couple of years. For each goal, annotate if it was a bold strategic move or a herd like goal. For the ones that were following the herd, ask yourself if you missed a chance to be a bit bolder.





Application Worksheet

Week 3, Day 16: Avoid Addictions

Today's Thought

Establishing priorities that matter and working diligently to accomplish them is an amazing source of energy and pride. It's also feeds one's sense of accomplishment.

Today's Questions

When was the last time that you left work feeling exhausted but fulfilled and what was the source of the fulfillment?

Think of a leader in your life who exhibited one of the five addictions. What was the situation and how did working for that leader make you feel?

How would you describe the difference between your answer to question one and two?

Today's Challenge

Determine which of these five addictions you are most susceptible to and identify one or two things that you can do to avoid falling prey to that addiction in the future.





Application Worksheet

Week 3, Day 17: Choose Wisely

Today's Thought

The space between making a bad choice or a good one is often traversed by slowing down, asking others for input, and setting your ego to the side.

Today's Questions

How have you seen one of these bad choices play out in your team or organization?

What was the impact of the bad choices that you listed above?

Which of the 4 bad choices discussed in today's reading are you most prone to make? Why?

Today's Challenge

Throughout the day, try to consciously assess why you make the choices you make. Doing so will help you to be more aware of your thinking, even in the smallest of ways.

Ask yourself questions like: *Why did I choose those words in that moment?*
What prompted me to eat that food versus something else?





Application Worksheet

Week 3, Day 18: Be Boring

Today's Thought

Some of the best priorities you will ever set for yourself and create with others will be **BORING**:

- **Bold** – makes a strong proclamation
- **Optimistic** – focuses on what can be done
- **Radical** – pushes the status quo
- **Infectious** – creates buzz and interest
- **Needed** – works to solve a problem or provide a service that is needed
- **Galvanizing** – causes people to connect and bring their best

B O R I N G

BOLD, OPTIMISTIC, RADICAL, INFECTIOUS, NEEDED, GALVANIZING

CREATE YOUR OWN BORING PRIORITIES





Application Worksheet

Week 3, Day 18: Be Boring

Today's Questions

At a high level, describe what a BORING priority could be for you?

Staying at that high level, why do you want to accomplish these things? What will they allow you to do? How do they connect to last week's purpose?

In looking at what you just wrote down, is it Bold, Optimistic, Radical, Infectious, Needed, and Galvanizing?

Today's Challenge

Connect with someone who you believe has set and accomplished a BORING priority, one that satisfies the six items in the graphic. Ask the person who accomplished the BORING priority to describe the hardest thing they faced as they set out to be boring.



Application Worksheet

Week 3, Day 19: Ask Customers

Today's Thought

Investing time to ask your customers a few questions can yield insights that you will never gain on your own, no matter how smart you are.

Today's Questions

Of those you serve as a leader, who do you believe would be able to provide you valuable insight into the priorities you set for yourself?

How could you get the feedback from the person or people you listed above? Write out the specific steps to make it happen.

Today's Challenge

Take a few minutes to search the internet for an example of an organization that improved dramatically because of an idea that one of their customers provided to them. Consider what you can learn from the story.





Application Worksheet

Week 3, Day 20: Create Momentum

Today's Thought

Winning begets winning. Momentum fuels everything.

Today's Questions

What is one of the biggest personal or professional priorities you have ever accomplished?

What priorities did you set and accomplish along the way to achieving the big priority?

How did each subsequent win build your confidence and commitment?

Today's Challenge

Think of someone you know who has accomplished a big priority. Ask that person to share their journey with you. Listen to see what goals they accomplished along the way that helped build momentum.





Application Worksheet

Week 3, Day 21: Own the Room

Today's Thought

Being a great leader with clear priorities transcends geography, translates in any language, and has nothing to do with your title.

Today's Questions

Of the four behaviors discussed in today's reading (present, prepared, personable, and profound), which comes most naturally to you and why?

Which of the four behaviors do you struggle with the most and why?

Today's Challenge

Pick a priority that you established for yourself before you ever started reading the 5-Week Leadership Challenge. Now, pretend that you are standing in front of a room explaining the priority to a large group of people. As you envision your presentation, how well do you see yourself owning the room?





Application Worksheet

Week 3 Wrap-Up - Part 1 of 3

Part 1, Step 1

Brainstorm Possible Priorities

In the space below, brainstorm possible projects, initiatives, goals, etc. that you can accomplish as a leader within the next 6-12 months.

Part 1, Step 2

Narrow the List of Possible Priorities

Review the list and place a star next to the 5 or fewer items that you consider to be the most viable priorities.





Application Worksheet

Week 3 Wrap-Up - Part 2 of 3

Reduce Your Possible Priorities to No More than Three

Follow the instructions in the table below in order to narrow your list of possible priorities. Place the possible priorities that you put a star next to on the previous page into chart and score as indicated. Your goal is to determine which possible priorities are truly most important. Limit yourself to a maximum of 3 selected priorities.

Possible Priorities Evaluation Matrix

List the five possible priorities that you identified in your brainstorming list. Give each possible priority a score (1 to 5) in response to each question at the top of the columns. Add up the numbers by row to determine the score for each possible priority. Based on the scores, determine your top three priorities.

1 No	2	3 Maybe	4	5 Yes
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EVALUATION CRITERIA

	Possible Priorities	Feasible	Measurable	Motivating	Clear	Aligned	Total
		Can I get it done?	Can I tell if I've won?	Does it excite me?	Is it easy to understand?	Does it support my purpose?	
1		<input type="text"/>	+ <input type="text"/>	+ <input type="text"/>	+ <input type="text"/>	+ <input type="text"/>	= <input type="text"/>
2		<input type="text"/>	+ <input type="text"/>	+ <input type="text"/>	+ <input type="text"/>	+ <input type="text"/>	= <input type="text"/>
3		<input type="text"/>	+ <input type="text"/>	+ <input type="text"/>	+ <input type="text"/>	+ <input type="text"/>	= <input type="text"/>
4		<input type="text"/>	+ <input type="text"/>	+ <input type="text"/>	+ <input type="text"/>	+ <input type="text"/>	= <input type="text"/>
5		<input type="text"/>	+ <input type="text"/>	+ <input type="text"/>	+ <input type="text"/>	+ <input type="text"/>	= <input type="text"/>



Application Worksheet

Week 3 Wrap-Up - Part 3 of 3

Finalize Your Priorities

To finalize your exercise, draft a statement for those priorities that scored the highest on the previous page and provide a compelling why for each.

Draft Priority Statement

Arguably, the best priorities are written using a simple format that explains where you currently are, where you would like to be, and when you would like to get there. You want to be as specific as possible. Let's use an example of a personal priority that most can easily understand. If you said that your highest scoring priority from the previous page was to lose weight, then in this step you would list how much you weigh now, what you want to weigh in the future, and by what date you want to reach the desired weight. Something like this:

Reduce my weight from 185 pounds to 175 pounds by Dec 31.

Provide a Compelling Why

You may fall behind or times may get tough as you work to accomplish the priorities you set for yourself. A compelling why will help you to keep going. Craft a statement that will motivate you. You can also use your compelling why to explain to others why this priority matters in the event that you need their help or support.

In recent years, I have put on a bit of weight as a result of working extra hours and grabbing too much food on the go. Frankly, I haven't felt my best as a result. My self-esteem has fallen a bit and I have less energy. I want to be able to play sports with my friends and go on walks with my family. Losing weight will help me do that. It will also help me to be more confident at work.





Application Worksheet

Week 3 Wrap-Up - Part 3 of 3 (continued)

Complete one of these sheets for each of your priorities. Use the information and examples on the previous page as a guide.

Priority #1

_____ to _____
(current state) (desired state)

by _____
(target date)

Your Compelling Why



Application Worksheet

Week 3 Wrap-Up - Part 3 of 3 (continued)

Priority #2

_____ to _____

(current state)

(desired state)

by _____

(target date)

Your Compelling Why





Application Worksheet

Week 3 Wrap-Up - Part 3 of 3 (continued)

Priority #3

_____ to _____

(current state)

(desired state)

by _____

(target date)

Your Compelling Why





Application Worksheet

Week 4, Day 22: Encourage Ownership

Today's Thought

If you want people to own the results, they need to own the plan. Bringing team members into the discussion early creates a sense of ownership from the beginning.

Today's Questions

When you are creating a plan to accomplish a priority, how do you engage others in the planning processes?

Which of the six takeaways from today's reading have you personally experienced? How did this experience unfold?

What are the pros and cons of bringing team members into the planning process?

Today's Challenge

Reflect on a time when your leader acted independently of you and your team by creating both the priorities and the plan to accomplish them. Consider how it felt to be left out of the process.





Application Worksheet

Week 4, Day 23: Spur Imagination

Today's Thought

Leaders who frequently employ the word “imagine” when working with others foster a spirit of creativity, determination, and potential.

Today's Questions

When did you work to solve a problem where the solution proved to be truly unique or creative? How did that feel?

What challenges are you currently facing that you have been dealing with for far too long? What solutions have you tried so far?

Today's Challenge

Pick one of the challenges that you described in your response to question #2 above. Think of someone who is familiar with the conversation and ask her or him this question: “Knowing what you know about the challenge I’m facing, imagine for a moment that it would be illegal for me to not solve the problem. What advice would you give me?”





Application Worksheet

Week 4, Day 24: Understand Relationships

Today's Thought

It is important to get input from others during the planning process, but what is even more important is ensuring the “right” others are involved as some ideas, insights, and perspectives are more critical than others.

Today's Questions

Which stakeholders truly matter and can offer you the best insights as a leader?

What should you do today to build stronger relationships with your top customers, employees, and partners who can provide you the best insights?

Today's Challenge

Reach out to one person who you believe is key to the success of one of your priorities. Ask that person to meet with you in the next two to three weeks to review the plans you are creating. Once you get someone to commit, put a date on the calendar within the next two to three weeks to have the conversation.





Application Worksheet

Week 4, Day 25: Remain Open

Today's Thought

If you set out to accomplish priorities that you have never accomplished before, you need to remain open to new ways of doing things.

Today's Questions

When was the last time you set out to learn something new, find a better way to move forward, or take a step in a different direction? What happened?

How might something you are currently doing benefit from putting a new “club” in your golf bag?

Today's Challenge

Think of a “club” in your golf bag that you have grown overly accustomed to using in your day-to-day work. Vow to put it down for two days in an effort to try something new instead.





Application Worksheet

Week 4, Day 26: Let Go

Today's Thought

Effective leadership involves letting go of some things as opposed to trying to control everything.

Today's Questions

Have you experienced a time when a leader let go of something and allowed the team to take the reins? What happened?

How have you tried to strike a balance between letting go and controlling? Has this served you well?

Today's Challenge

Identify one thing (big or small) that you are holding on to and let go of it by giving it to someone else to handle today.





Application Worksheet

Week 4, Day 27: Play to Win

Today's Thought

Coupling an important priority with an engaging plan is a recipe for turning work into a winnable game.

Today's Questions

Have you ever found yourself playing not to lose in a job? What was the situation?

Have you ever found yourself playing to win in a job? What was the situation?

How would you describe the difference in your attitude, commitment, and enthusiasm when comparing your answers in these two situations?

Today's Challenge

Think of someone that you believe is very engaged in her or his work. Ask that person how they know if they are winning or losing on things that matter.





Application Worksheet

Week 4, Day 28: Hit Pause and Engage

Today's Thought

Sometimes the best thing a leader can do in the moment is to hit pause and engage the team.

Today's Questions

In addition to time pressures, there are many other reasons that a leader might not hit pause and engage. What do you think are some barriers to hitting pause and engaging others?

Who do you work with that might benefit from you choosing to hit pause and engage with? How and when could you start to better meet this person's needs?

Today's Challenge

Explain today's lesson to a friend, colleague, or family member. Ask that person to share a time when choosing to hit pause and engaging someone else made a big difference. Follow up with a question about how he or she felt in the moment.





Application Worksheet

Week 4 Wrap Up - Project Priority

Project Priority Plan

Priority: _____

Who?	Does What?	By When?





Application Worksheet

Week 4 Wrap Up - Process Priority

Process Priority Plan

Priority: _____

Who?	Does What?	To What Standard?	How Often?



Application Worksheet

Week 5, Day 29: Understand Inconsistency

Today's Thought

We appear to be wired for consistently being inconsistent. Fortunately, you hold the power to help yourself and others to overcome inconsistency by understanding the importance of attitude, big picture, capabilities, and systems.

Today's Questions

Think of a behavior in which your performance is inconsistent. If you had to identify which of the ABCs is contributing to your inconsistency, which one(s) would you pick and why?

How might you address the underlying issues that are causing your inconsistency?

Today's Challenge

Take action today on addressing the underlying issue you identified in your answer to the above question. A small step today can make a big difference in the long-run.





Application Worksheet

Week 5, Day 30: Practice Abundance

Today's Thought

Great leaders recognize that being abundant is truly more effective than being scarce.

Today's Questions

Have you ever worked for a scarce leader? If so, how did it feel working for someone who practiced scarce behaviors?

Have you ever worked for an abundant leader? If so, how did it feel working for someone who was truly abundant?

Would people describe you as more abundant or scarce? Why?

Today's Challenge

Think of an abundant leader that you know and ask her or him this question, "I've noticed that you choose to be abundant in how you lead others, how has that approach served you and your teams well over the years?"





Application Worksheet

Week 5, Day 31: Forgo (Some) Happiness

Today's Thought

In order to avoid disappointing your team members, you must, at times, disappoint them.

Today's Questions

Have there been times in the past where you chose short-term employee satisfaction to the detriment of long-term satisfaction?

If so, what caused you to make these choices (e.g. desire to appease, fear of looking unhelpful, lack of patience, etc.)?

Which team members would benefit from being pushed and stretched?

What tasks could you give them that would cause a bit of disappointment now, but tremendous growth in the future?

Today's Challenge

Consider a change that you went through in recent years that you were reluctant to embrace. With the perspective of time, write down how working your way through that change caused you to learn, grow, and develop.





Application Worksheet

Week 5, Day 32: Address Elephants

Today's Thought

Take time to address the baby elephant before one grows into a 13-foot tall, 15,000 pound pachyderm that no one can ignore.

Today's Questions

What baby elephants have you experienced in the past that no one addressed? What happened when the elephant grew up?

Are you caring and feeding for a baby elephant right now? What's the impact over time if you don't address it?

Today's Challenge

Regarding your answer to the last question about a baby elephant that is currently in your midst. Determine one step that you could take today to begin to address it. Take that step today.





Application Worksheet

Week 5, Day 33: Unleash Excitement

Today's Thought

Every person on your team has something that excites her or him. It may be buried deep and it may be something that is far removed from work, but it's there. Look for ways to unleash that excitement.

Today's Questions

What truly excites you (e.g., sports, time with friends, the opera, 80s trivia, etc.)?

How do you feel when you get to do that thing?

In what ways could the essence of what excites you be brought more into your work?

Today's Challenge

Have a conversation with a friend or colleague. Ask her or him about something that truly excites them. Listen to the words they say and the energy that bubbles to the surface. Consider what that tells you about the excitement in all of us.





Application Worksheet

Week 5, Day 34: Feed Cravings

Today's Thought

Deep down, we all want to be heard. Each of us yearns for our voice to count. We want to be active members of the process, not marginalized actors pushed to the side.

Today's Questions

When was the last time that you were truly listened to by a colleague, boss, or client? How did it feel?

What is something that you would like to share with your leader? What could you do to facilitate the discussion?

Today's Challenge

Find someone who you believe has a genuine concern and a craving to be heard. Ask her or him to meet today. Listen to the person with the intent of understanding. Don't try to fix the problem; just let the other person be heard. Oftentimes, she or he will be able to fix it without you doing anything but lending a concerned ear.





Application Worksheet

Week 5, Day 35: Be a Tough Act to Follow

Today's Thought

Drawing wisdom from experiences, choosing the tough road, and surrounding yourself with great people are key ingredients to building a leadership legacy.

Today's Questions

When people look back at today, what would you like them to say about you as a leader?

What are you doing right now to ensure that your answer to the last question becomes a reality?

What should you start, stop, or continue doing based on your answers to the last two questions?

Today's Challenge

Think of a leader from the past who you truly admire. Imagine you were asked to explain that leader's legacy. Write down three to five items that you would share about how that leader behaved, results achieved, lives touched, and the differences made.





Application Worksheet

Your Leadership Legacy

What will be your leadership legacy?

Imagine that it is 10, 15, or 20 years in the future. Your colleagues and team members from today have gathered. Their conversation turns to discussing you as a leader. They reminisce about what it was like to work with and for you, what they learned, how they grew, and what they accomplished along the way.

- How do you want to be remembered?
- What do you hope they will say?
- What do you want your legacy to be as a leader?

Use the space on the next page to draft your *Leadership Legacy Statement*.

Reflect on the work you have done over the course of the 5-Week Leadership Challenge - the lessons learned, the questions answered, and the daily challenges completed. Allow that work to assist you as you compose your *Leadership Legacy Statement*.

If you need help getting started, take a look at the primers on page three of this tool. These are designed to help you to think through some of the key words others may use in the future when describing you as a leader.

Once you've drafted your *Leadership Legacy Statement*, share it with a colleague or close associate, ask for advice, and refine your statement as you deem appropriate. Keep the statement visible to yourself. Revisit it often. Allow it to serve as a North Star of sorts as you work to build your leadership legacy.



Application Worksheet

Your Leadership Legacy



Leadership Legacy Statement

A large, empty rectangular box with a light gray border, intended for writing a Leadership Legacy Statement.



Application Worksheet

Your Leadership Legacy

Do you need some help to getting started on your *Leadership Legacy Statement*?

Here are 8 leadership skills and behaviors. Under each are words that might be used to describe a great leader. Use these words as primers as you draft your *Leadership Legacy Statement*. Circle the ones that you would like to be part of your legacy and work to incorporate them into your statement.

Communicate Effectively

Timely	Clear
Transparent	Dynamic
Empathetic	Engaging
Strong listener	Confident
Insightful	Direct

Make Decisions

Consistent	Logical
Deliberate	Intuitive
Collaborative	Collaborative
Problem-oriented	Creative
Resourceful	Clever

Develop Others

Insightful	Helpful
Curious	Concerned
Maximizer	Challenging
Coach	Open
Abundant	Selfless

Deliver Results

Strong acumen	Savvy
Focused	Meticulous
Goal-oriented	Innovative
Persistent	Accountable
Committed	Competent

Foster Inclusivity

Value differences	Self-aware
Participative	Considerate
Engaging	Empowering
Open	Connected
Sincere	Courageous

Cast a Vision

Strategic	Bold
Profound	Non-conformist
Inspiring	Catalyst
Aware	Risk taking
Informed	Optimistic

Manage Change

Flexible	Forward thinking
Focused	Celebratory
Assertive	Passionate
Reassuring	Embraces ambiguity
Perspective taking	Tenacious

Lead Yourself

Disciplined	Composed
Focused	Balanced
Capable	Grounded
Learner	Intentional
Role Model	Person of integrity