

S U P A R N A S E N G U P T A

Author, Mentor

SMART LEADERSHIP MASTERY

LEAD WITH PURPOSE, LIFT OTHERS, AND
LEAVE A LEGACY THAT LASTS



THIS TOOLKIT IS DESIGNED TO HELP YOU STRENGTHEN YOUR LEADERSHIP MINDSET, IMPROVE EMOTIONAL INTELLIGENCE, AND LEAD WITH CLARITY, CONFIDENCE, AND COMPASSION.

1. Self-Awareness Check

Reflect on your current leadership behaviors.
What are your top 3 strengths as a leader?

- 1.

- 2.

- 3.

What 2 behaviors hold you back?

- 1.

- 2.

How do you respond under stress? (Circle one)
Withdraw | React quickly | Overthink | Remain calm
Other: _____

What is one healthier response you want to practice?

2. Emotional Intelligence Practice

Identify and manage emotions — yours and others'

Name a recent situation where emotions ran high:

What emotion were you feeling?

What did you express verbally or nonverbally?

If you could respond again with emotional maturity, what would you do differently?

3. Communication Mastery

Say what matters — clearly and compassionately

Rewrite a recent communication that you wish had gone better.

Original message:

Improved message (calm, simple, respectful):

Listening Goal for This Week:

- I will pause before responding.
- I will ask clarifying questions.
- I will listen to understand, not to defend.

Circle one you want to practice.

4. **Decision-Making Clarity**

Avoid overwhelm by simplifying choices.

Think of a current decision you are facing:

What outcome do you want?

What information do you still need?

What is the simplest next step?

5. **Coaching & Empowering Others**

Leadership is lifting others.

Person you want to support or develop this week:

What is one specific encouragement or mentorship action you can take?

When will you do it?

Date: _____ Time: _____

6. Leadership Presence & Self-Regulation

Calm leaders create calm teams.

What drains your emotional energy most?

- What restores you? (Check all that apply)
 - Deep breathing
 - Going for a walk
 - Journaling
 - Talking to someone safe
 - Silence/meditation
 - Music
 - Other: _____

This week, I will schedule 10 minutes daily to restore my energy. Circle your preferred time: Morning | Midday | Evening

7. Weekly Accountability Check-In

Leadership grows through consistent action.

Rate yourself this week (1 = Needs work, 5 = Excellent):

- I communicated clearly: 1 2 3 4 5
- I handled emotions wisely: 1 2 3 4 5
- I supported someone else's growth: 1 2 3 4 5
- I stayed aligned with my values: 1 2 3 4 5

One thing I'm proud of this week:

One thing I will improve next week:
