



1 ALIGN — What Matters?



ORGANIZATIONAL FOCUS

What are the top 1–3 priorities driving our success right now?

1. _____
2. _____
3. _____



MY LEADERSHIP PRIORITIES

What are my top 3–5 leadership priorities this week?

1. _____
2. _____
3. _____
4. _____
5. _____



SUCCESS LOOKS LIKE

What will be different if I lead well this week?

2 EXECUTE — How I'll Invest My Time



DO

Important
Urgent



- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

DECIDE

Important
Not Urgent



- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

DELEGATE

Not Important
Someone Else



- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

DROP

Not Important
Not Urgent



- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

PROTECT MY BEST WORK

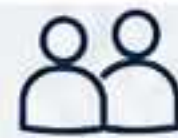
What time will I protect for focus and deep work this week?

QUICK WINS

What 1–2 things can I complete for early momentum?

1. _____
2. _____

3 LEAD — Who I Need to Be



MY CORE



EARN
TRUST



BUILD
CONNECTION



CREATE
CULTURE

WHO DO I NEED TO BE FOR MY TEAM?

What kind of leader do they need most from me this week?

WHERE I NEED TO BE VISIBLE

Where is my presence most needed?

PEOPLE I NEED TO GET TO KNOW BETTER

Who can I build a stronger connection with this week?

WHAT ABOUT ME DO I NEED TO MODERATE?

What should I dial back?

WHAT ABOUT ME DO I NEED TO STRENGTHEN?

What should I lean in to?

My leadership is a service accepted by people.

4 REFLECT — What Could Get in the Way?



IN WHAT WAYS COULD I BE AN INTERFERENCE?

How might my actions, habits, or reactions unintentionally slow my team's performance?



WHAT DISTRACTIONS AM I ALLOWING?

Which of the 6 distractions are costing us the most right now?



CLARITY

☐


CAPABILITY

☐


CAPACITY

☐


CONFIDENCE

☐


COORDINATION

☐


COMMITMENT

☐

WHAT DOES MY TEAM NEED FROM ME TO REACH THEIR POTENTIAL?

What would remove the biggest barrier or unlock the most performance?

THE PERFORMANCE



WHAT IS HELPING PERFORMANCE?

What should I keep doing or do more of?

WHAT IS INTERFERING WITH PERFORMANCE?

What should I stop, change, or improve?

WHAT CONDITION DO I NEED TO CHANGE THIS WEEK?

What one condition, if I change it, will make the biggest difference?

