

Leadership Reflection Worksheet

Effective leadership starts with self-awareness. This worksheet encourages honest reflection on how you lead, communicate, and influence others. It can be used individually or as part of leadership development sessions to strengthen authenticity, consistency, and impact.

Tick the statements that describe you most accurately, then reflect on the prompts in each section to identify opportunities for growth.

1. Purpose & Vision

- ☐ I communicate a clear vision that inspires others.
- ☐ I regularly connect daily tasks to long-term goals.
- ☐ I review whether my team understands our shared purpose.
- ☐ I adjust goals to keep them relevant and motivating.

Reflection:

What part of your vision resonates most with your team, and what needs better communication?

2. Self-Awareness

- ☐ I recognise my strengths and use them effectively.
- ☐ I am aware of how my behaviour affects others.
- ☐ I seek honest feedback on my performance.
- ☐ I can identify my emotional triggers and manage them well.

Reflection:

How do you ensure your self-perception aligns with how others see you?

3. Communication

- ☐ I communicate with clarity and consistency.
- ☐ I listen actively and avoid interrupting.
- ☐ I adapt my message to suit different audiences.
- ☐ I ensure feedback flows both ways, not just top-down.

Reflection:

Where could you communicate less often but with greater impact?

4. Decision-Making

- ☐ I make decisions confidently and explain my reasoning.
- ☐ I gather input before finalising major choices.
- ☐ I consider both data and intuition.
- ☐ I am comfortable reversing a decision when new information arises.

Reflection:

How well do you balance decisiveness with flexibility?

5. Empathy & Emotional Intelligence

- ☐ I notice when team members are stressed or disengaged.
- ☐ I respond with empathy rather than judgement.
- ☐ I create space for people to express emotions safely.
- ☐ I treat everyone with fairness and respect.

Reflection:

When was the last time you adjusted your approach because of someone's emotional state?

6. Delegation & Trust

- ☐ I trust capable people to take ownership of tasks.
- ☐ I avoid micromanaging and focus on outcomes.
- ☐ I provide clear expectations and boundaries.
- ☐ I recognise when to step back and when to support.

Reflection:

What tasks could you delegate more effectively to build confidence in your team?

7. Accountability

- ☐ I take responsibility for team outcomes, good or bad.
- ☐ I hold others accountable with fairness and respect.
- ☐ I admit mistakes openly and model learning from them.
- ☐ I follow through on promises and commitments.

Reflection:

How consistently do you apply accountability standards to yourself and others?

8. Development & Coaching

- ☐ I actively develop my team's skills and potential.
- ☐ I provide regular, constructive feedback.
- ☐ I encourage people to learn from both success and failure.
- ☐ I support long-term career growth, not just immediate performance.

Reflection:

How do you measure your success as a developer of others, not just as a performer yourself?

9. Resilience & Adaptability

- ☐ I stay calm and focused under pressure.
- ☐ I recover quickly from setbacks.
- ☐ I adapt my leadership style when circumstances change.
- ☐ I maintain optimism even during uncertainty.

Reflection:

What habits or routines help you stay resilient and balanced?

10. Legacy & Impact

- ☐ My leadership positively influences culture and morale.
- ☐ I leave teams stronger than when I joined them.
- ☐ My decisions balance short-term goals with long-term value.
- ☐ I am proud of how I lead, not just what I achieve.

Reflection:

What will people remember most about how you led them?

How to Interpret Your Results

- Sections with three or four ticks indicate leadership strengths.
 - Sections with one or two ticks reveal opportunities for growth.
 - Use the reflections to create two improvement goals and one strength to maintain.
 - Revisit this worksheet every six months to track progress and refine your leadership focus.
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Next Steps

Self-reflection becomes powerful when followed by action. Share your insights with a mentor, coach, or trusted colleague to build accountability. Leadership development is not about perfection, it is about awareness, growth, and consistency in how you show up every day.

Notes