

Leader self reflection tool

This isn't a diagnostic tool. It's a simple guide to help you identify areas for improvement and reflect more deeply on how you lead. Better self-reflection is key to better leadership. Complete it regularly as part of your practice of reflecting on your leadership effectiveness.

When was your last self reflection?

- This is my first reflection
- Less than a month ago
- 2-3 months ago
- 4-6 months ago
- >6 months ago

I plan to do my next reflection on _____ (date).



Tip: Add to your calendar now as a recurring invite.

Your observations

When you reflect on your leadership effectiveness what's working well and what are you finding challenging?

What specific examples do you recall?

If you implemented an action from the last reflection, you may wish to note down how that went?



Complete the self-assessment by circling a number for each question.

Question	Strongly disagree			Strongly agree		
1: I'm feeling well and healthy	1	2	3	4	5	
2: I have recently asked my team for feedback on how I am doing	1	2	3	4	5	
3: I have recently recognised members of my team formally and informally	1	2	3	4	5	
4: My meetings with my team are balanced (we're hearing all voices)	1	2	3	4	5	
5: In my team, I treat differences of opinion as an opportunity to learn or better understand and issuer	1	2	3	4	5	
6: In my team, we are delivering what we say we will	1	2	3	4	5	
7: I set and role model clear objectives and behaviours for my team	1	2	3	4	5	
8: We talk regularly about how we are going against KPIs	1	2	3	4	5	
9: Our team spends time talking about things other than work	1	2	3	4	5	

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This section is for your notes - it is an opportunity for you to dig a little deeper into any patterns, or other data points that might be relevant. You will reflect on 'why' your high and low scores may have emerged and put a plan in place for 1 simple action.

Observations

Areas you have scored yourself strong in & why?

Areas you have scored yourself low in & why?

Taking action

Your one action (goal):

Steps you will take:

Obstacles you might face:

Resources & support you will need:

How long you'll need:

How you'll know if you were successful:



Tips to build up your reflection muscles

1. Make it regular: having a cadence will give you some structure and opportunity to try new things and assess whether they worked or not
2. Get good data: this is both feedback from your team, leader and peers, as well as try to enhance your own ability to reflect after a meeting or milestone
3. Learning mindset: put progress over getting it perfect! Embracing a growth mindset can help you with this. Check out the fabulous work of Carol Dweck.