

## Practical Edge Training

### Leading Under Pressure Checklist

Use this checklist before or during high-pressure situations to help you stay focused, support your team, and lead with confidence.

#### Situation

Describe the situation or challenge:

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#### Before You Respond

- ☐ Pause before reacting
- ☐ Stay calm and professional
- ☐ Separate facts from emotions
- ☐ Identify the highest priority

#### Assess the Situation

What are the biggest risks?

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What information is still needed?

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#### Support Your Team

- ☐ Communicate clearly
- ☐ Assign priorities
- ☐ Delegate where appropriate
- ☐ Keep everyone informed
- ☐ Be visible and available

#### Decision & Action Plan

What decision needs to be made?

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Immediate action steps:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### After the Situation

What went well?

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What could be improved next time?

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What lessons will I apply in the future?

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### Leadership Under Pressure Checklist

- ☐ I remained calm
- ☐ I communicated clearly
- ☐ I focused on solutions
- ☐ I supported my team
- ☐ I made timely decisions
- ☐ I followed up afterward
- ☐ I captured lessons learned