

TOP TIER

EDUCATIONAL LEADERSHIP CONSULTING

Training Today's Leaders for Tomorrow's Schools

Leadership Habit Tracker

Directions for Use

Use this tracker daily to build consistency in your leadership habits.

1. At the start of each day, review the five leadership habits.
2. As you move through your day, intentionally practice each habit.
3. At the end of the day, place a check (✓) in the box if you demonstrated the habit.
4. Do not aim for perfection—focus on consistency and growth over time.
5. At the end of the week, complete the reflection questions to identify strengths and areas for improvement.

Habit	Mon	Tue	Wed	Thu	Fri
Prioritized top 1–2 goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responded instead of reacting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protected focus time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Held a growth-focused conversation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Took a reset/recovery break	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Weekly Reflection

What improved my leadership this week?

Where did I lose focus or react?

What will I adjust next week?

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