

The checklist for self-aware leaders

Increasing self-awareness is a practice that should be at the forefront of your leadership development. Use this checklist to identify gaps in your self-awareness. By doing this, you'll know which areas to focus your improvement efforts on.

Self-awareness in knowing yourself

- I have a clear understanding of my emotions and how I react to difficult situations.
- I understand the “triggers” and “stressors” in my life and have a plan for processing stress and disappointment.
- I continue to stay curious and frequently take steps to learn more about myself.
- When I receive criticism I ask: “How can I learn from this experience?”

Self-awareness in working with others

- I have a clear understanding of the emotions of the people around me and how those people react in different environments.
- I tailor the way I provide feedback to others based on their innate behavioral drives and needs.
- I regularly ask others to give me feedback about my actions, communication, and management style.

Self-awareness in communication

- I'm aware of the non-verbal cues (e.g. body language) I give to the people I work with.
- I'm aware of my tone of voice when I'm speaking to others in the workplace.
- I defer judgment and allow others to finish their thoughts before responding.
- I practice active listening when interacting with others.

Self-awareness tools and processes

- I use behavioral assessment tools to identify my innate strengths as well as areas I need to work on.
- I use behavioral assessment tools to understand the best way to motivate and manage my direct reports.
- I have completed a 360-degree review to gather honest feedback from co-workers, direct reports, and my manager.
- When I make key decisions, I write down what I expect will happen; nine months to a year later, I compare the results to my expectations.