

Personal Excellence: The Daily Habits and Behaviors of Leadership Success

1) **Point toward your true north**

- Define your leadership mission, purpose, and values, and focus on daily behaviors that reflect your leadership brand.

2) **Check your mindset**

- Think about your thinking, i.e. practice self-reflection and gain awareness of your mental models, strengths, development opportunities, communication style preferences, and other thought patterns that impact your actions and decision-making

3) **Play big!**

- What great things would you attempt if you knew you could not fail? What would it look like to play bigger than you are right now? How could you set yourself up for success?

4) **Focus on the big rocks first**

- What is the highest value use of my time right now and what action do I need to take? Minute by minute, daily, weekly, monthly and annual planning, goal setting, and tracking

5) **Be a perpetual learner**

- Sharpen the saw and practice growth mindset behaviors daily, i.e. what can I learn?

6) **Extend grace**

- Take time to recognize and appreciate the efforts and contributions of others. Remain calm and professional even when met with difficult behavior, demonstrate respect for others and refrain from pointing out shortcomings and flaws.

7) **Role model the way**

- Be the kind of person that when other people are around us, they act better. By being our best self, we bring out their best self. Role model your leadership brand behaviors.

Reflection Exercises

Point Toward Your “True North:”

- What does great leadership look like? What are the characteristics of great leaders?
- What values and attributes do YOU want to demonstrate each day as a leader?
- What is your overall leadership mission and purpose? What kind of leader do you want to be?
- How can you demonstrate your mission, purpose, and values in your **daily actions and behaviors?**
- Develop your personal leadership “brand.”

Discovering your “True North” Reflection Questions

What gets you out of bed in the morning?

If you had more time to do what you love, what would you do?

What battles have you fought and overcome in your life story?

If you could turn back time, what would you do differently? Why?

If you could only use five words, how would you describe yourself?

Who do you look up to? Who are your mentors that inspire you the most?

What are the three best decisions you have made in your life?

If you lived today over again, what would you have done differently?

What are you grateful for?

Write down your talents, passions, and values. How can you best use them going forward?

What does success look like to you?

What price would you pay to give up on your dreams? What price would you pay to achieve them?

If you had the chance, what would you tell your future self?

How have you changed from the person you were five years ago?

If you could run away and go anywhere, where would you go and why?

If money wasn't an issue, what would you pursue?

What piece of advice would you give to 5-year-old you? 16-year-old you? Right now?

What is something you love about yourself but wouldn't want to admit out loud?

What does your ideal day look like?

What habit would you most like to break? What habit would you most like to start?

What do you want your legacy to be?

Your Core Values:

Your Personal Mission Statement:

SWOT Analysis: Leadership Self-Reflection

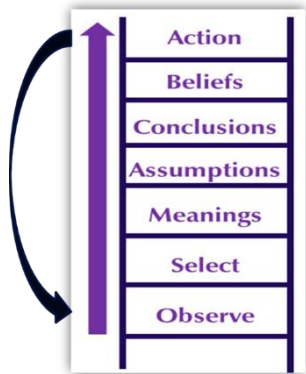
Strengths: What went well? Where was I most effective in leading? What were my most constructive leadership behaviors?

Weaknesses: What might have gone better? Where was I least effective? What were my least constructive leadership behaviors?

Opportunities: Where/what/how could I improve my leadership skills going forward? What steps will I take? What will I do differently next time?

Threats: What are the implications/how will this be a barrier to my success if I don't continue to build these skills and make improvements?

Ladder of Inference: Self-Management-Recognizing Our Own Stories



Identify a situation when you went up the ladder of inference:

What triggered you? How did you respond?

What was the outcome?

What would you do differently – if anything?

How will you self-monitor the assumptions you'll make going forward?

Self-Management: Recognizing our Triggers:

“Triggers are situations that cause us to respond with our emotional self rather than our rational self. The first step in managing emotions is to identify the situations that trigger you.

- Who are the people or what are the situations that tend to trigger me?
- What specific things are said or done that cause me to respond emotionally rather than rationally?
- Do I notice any patterns in the situations that tend to trigger me?
- How can I tell when I've been triggered, i.e. what somatic sensations do I experience?

Play Big Reflection Questions:

- What would it look like to “play bigger” than you are playing now?
- What actions would you need to take to step into your fear of failure and “do it anyway?”
- What is the worst thing that could happen if you try it?
- How could you set yourself up for success?

“Rewire” Your Brain:

- Identify an unproductive habit you would like to change.
- Reflect on the impact of this habit on your life to date. How has this habit served you? What is your “payoff” for this habit?

- What are the risks of not changing the habit? How is the habit serving as a barrier for you?

- What would you like to change? What does success look like?

Additional Learning:

Books:

- Mindset: The New Psychology of Success, by Carol Dweck
- The Slight Edge: Turning Simple Disciplines into Massive Success and Happiness, by Jeff Olson
- Start with Why, by Simon Sinek



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