



LEADERSHIP SERIES NOTES (06.16.26 SESSION)



PERSONAL REFLECTION AND COMMITMENT

What was my best leadership / management moment of the season? What other proud moments did I have?	What did I learn this season about myself, my team, the work, the business?	What was one leadership / management behavior I strengthened this season / will strengthen next season?	What's one habit that worked this season / I will change next season to manage stress / triggers more effectively?	What's one thing I did to support my team this season / will do to better support my team next year?

HOW AM I DOING ON THE 12 ELEMENTS

Instructions: For each statement, rate on a scale from 1 to 5 ... **1** = Strongly Disagree; **2** = Disagree; **3** = Neither Agree Nor Disagree; **4** = Agree; **5** = Strongly Agree

Question	How I Would Personally Respond (1 to 5)	How I Think My Team Would Respond (1 to 5)
• I know what is expected of me at work.		
• I have the materials and equipment I need to do my work right.		
• At work, I have the opportunity to do what I do best every day.		
• In the last seven days, I have received recognition or praise for doing good work.		
• My supervisor, or someone at work, seems to care about me as a person.		
• There is someone at work who encourages my development.		
• At work, my opinions seem to count.		
• The mission or purpose of my company makes me feel my job is important.		
• My associates or fellow employees are committed to doing quality work.		
• I have a best friend at work.		
• In the last six months, someone at work has talked to me about my progress.		
• This last year, I have had opportunities at work to learn and grow.		

MY GREAT MANAGING CHECKLIST (THE GALLUP 12)

Gallup 12 Question	Focus	Suggested Actions
Q1: I know what is expected of me at work.	Set clear goals and clarify priorities.	• Hold regular check-ins to align expectations. • Reiterate team priorities and roles during changes. • Ask: "Do you feel clear on what success looks like this week?"
Q2: I have the materials and equipment I need to do my work right.	Remove barriers to productivity.	• Ask: "What's slowing you down?" • Follow up on resource needs promptly. • Advocate for tools and support systems.
Q3: At work, I have the opportunity to do what I do best every day.	Align strengths with responsibilities.	• Ask: "What kind of work energizes you most?" • Delegate based on strengths, not just availability. • Celebrate team members' unique talents.
Q4: In the last seven days, I have received recognition or praise.	Offer timely, specific appreciation.	• Recognize daily wins, not just big milestones. • Praise in the moment and in front of others. • Be genuine, not generic: name the impact.
Q5: My supervisor, or someone at work, seems to care about me as a person.	Show personal care and support.	• Ask about well-being in 1:1s. • Remember personal milestones (birthdays, achievements). • Be flexible during life events or challenges.
Q6: There is someone at work who encourages my development.	Actively support growth.	• Ask: "What's one skill you'd love to develop?" • Connect people to learning opportunities. • Share feedback as a growth tool, not just critique.
Q7: At work, my opinions seem to count.	Invite and act on input.	• Ask for ideas before decisions are made. • Acknowledge suggestions and explain how they're used. • Thank people for speaking up.
Q8: The mission or purpose of my company makes me feel my job is important.	Connect daily work to the bigger picture.	• Share customer stories and impact. • Reinforce how team goals align with the mission. • Ask: "How does your work support our purpose?"
Q9: My associates or fellow employees are committed to doing quality work.	Reinforce team standards and pride.	• Recognize examples of peer excellence. • Address performance issues early and directly. • Model your own commitment to high standards.
Q10: I have a best friend at work.	Support connection and belonging.	• Create informal team connection opportunities. • Encourage peer mentorship and team check-ins. • Celebrate inside jokes, traditions, or wins together.
Q11: In the last six months, someone has talked to me about my progress.	Have regular growth-focused conversations.	• Include development as a standing 1:1 topic. • Use feedback to reflect on progress, not just fix problems. • Celebrate milestones, even if informal.
Q12: This last year, I have had opportunities to learn and grow.	Enable learning and stretch opportunities.	• Offer new challenges, projects, or cross-training. • Share your own learning openly. • Encourage a "learn it, try it, share it" mindset.