

## Leadership Inventory

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1) Review the following 10 categories and rank on a scale of 1 to 10 (with 1 being lowest, 10 highest) as to how satisfied you are with your ability in each area. Don't spend much time. Just go with your first response.

- \_\_\_ Staffing (staffing, delegating, providing policies/procedures, systems to monitor)
- \_\_\_ Aligning people (communicating direction and getting team on board)
- \_\_\_ Motivating and Inspiring (energizing people to overcome barriers)
- \_\_\_ Establishing Direction (developing future vision, strategies for getting there)
- \_\_\_ Planning and budgeting (detailed steps to achieve results, allocating resources)
- \_\_\_ Time Management (clear prioritization)
- \_\_\_ Staying organized (how does your desk look at the end of a day?)
- \_\_\_ Staying on top of Email/Voicemail
- \_\_\_ Promoting change (creating potential of useful change)
- \_\_\_ Controlling and problem solving (monitoring results, identifying deviations)

2) Taking into account your knowledge of your unique style, as well as any other assessments you may have done before what areas do you feel strongest and most confident in? (Tick off the areas that feel most effortless for you).

- Creating rapport with staff
- Analyzing details and reports
- Taking charge and hard-lining when necessary
- Inspiring and energizing people
- Creating procedures and policies to improve and support
- Developing people
- Staying organized and on top of all tasks
- Systematic approaches to how you do things
- Being very direct and to the point – an ability to think on your feet
- Impulsive and spontaneous
- Big picture focused
- Evaluating for efficiency

3) Most of us know where we should be focusing more effort. But we don't always take the time to consider how we might be getting in our own way. Our internal operating system (the unique collection of beliefs that governs our outlook) could be causing us problems that we're not even aware of. Can you identify any of the following in your recent experience (past 6 months to a year).

- Procrastination
- Overwhelm
- Fire-fighting (dealing with urgent, instead of important)
- Failure to delegate (I can do this faster and better myself)
- Being the 'nice guy' (uncomfortable with 'hard lining')
- Avoiding conflict
- Lost in the details (disconnected from big picture)
- Exhaustion and burn-out (often goes hand in hand with overwhelm)
- Frustrated and resentful (not feeling valued)