

LEADERSHIP EXCELLENCE PROGRAM

There are four steps to completing this program. Step 1: Answer each question. If the statement is true, check the circle. If not, leave it blank until you've done what it takes. Be rigorous; be a hard grader. Step 2: Color in one of the associated blocks in the graph on the right. Step 3: Print out to track progress. Step 4: Repeat quarterly and measure growth.

1. Personal Balance

- I have a rewarding life outside of work.
- I have a coach who is developing me personally.
- I don't try to get love or my personal needs met at work.
- I tell the truth to myself; I don't lie to myself.
- I know my top Core Values and set goals around these.
- I have a very strong Personal Foundation.
- My personal life rarely gets in the way of my work life.
- I know where I am along the path of development.
- My body is in excellent shape.
- I am emotionally well.

2. High Productivity

- I am 100 percent current, with no unfinished important tasks or jobs.
- I prioritize well and delegate everything I can.
- I have all the equipment I need to be fully productive.
- I have had all the training I need to be very productive.
- I know my goals and I reach them consistently.
- I can access all information quickly; my files are perfect.
- My work area is spotless and orderly.
- I've mastered my job and I enjoy it; there are no crises.
- I have or use an agenda for meetings, yet I am flexible.
- I'm fully automated with systems wherever available.

3. Self Manage-

- I'm always on time and ready for meetings; no rushing.
- I've mastered time management. Everything I do gets done well.
- I dress well, am well groomed, and like the way I look.
- I am look for opportunities to grow and change.
- I know my limits, and I under promise consistently.
- I'm almost always in a good mood, naturally.
- I anticipate or respond immediately to problems.
- I do it, delegate it, reject it, or dump it.
- I go out of my work area for lunch and breaks.
- If I find myself getting stopped or blocked, I ask for help.

4. Communication

- I am unconditionally constructive whenever I speak.
- I speak to others with respect for their humanity.
- I remain criticism-free even when I correct others.
- I have tremendous amounts of compassion for others.
- I make my points quickly and powerfully: I "message."
- I don't gossip. Period.
- I always come from a positive place that is solution oriented.
- I come from a place of authentically loving people.
- I am direct, yet not obnoxious, in my speaking style.
- I listen and discern exactly what another person is saying.

4. Healthy Boundaries

- I take responsibility for failure, but I do not blame or shame.
- I don't get caught up in adrenaline or deadline rushes.
- I don't answer the phone when I'm focused.
- I don't let others dump on or be disrespectful to me.
- I say no when I need to without putting people off.
- I don't volunteer unless my work is caught up and perfect.
- I don't tolerate very much or suffer at work.
- I am honest with others regarding my workload.
- I think about and evaluate requests before I respond.
- I finish my work and leave at a reasonable time almost every night.

6. Quality Work

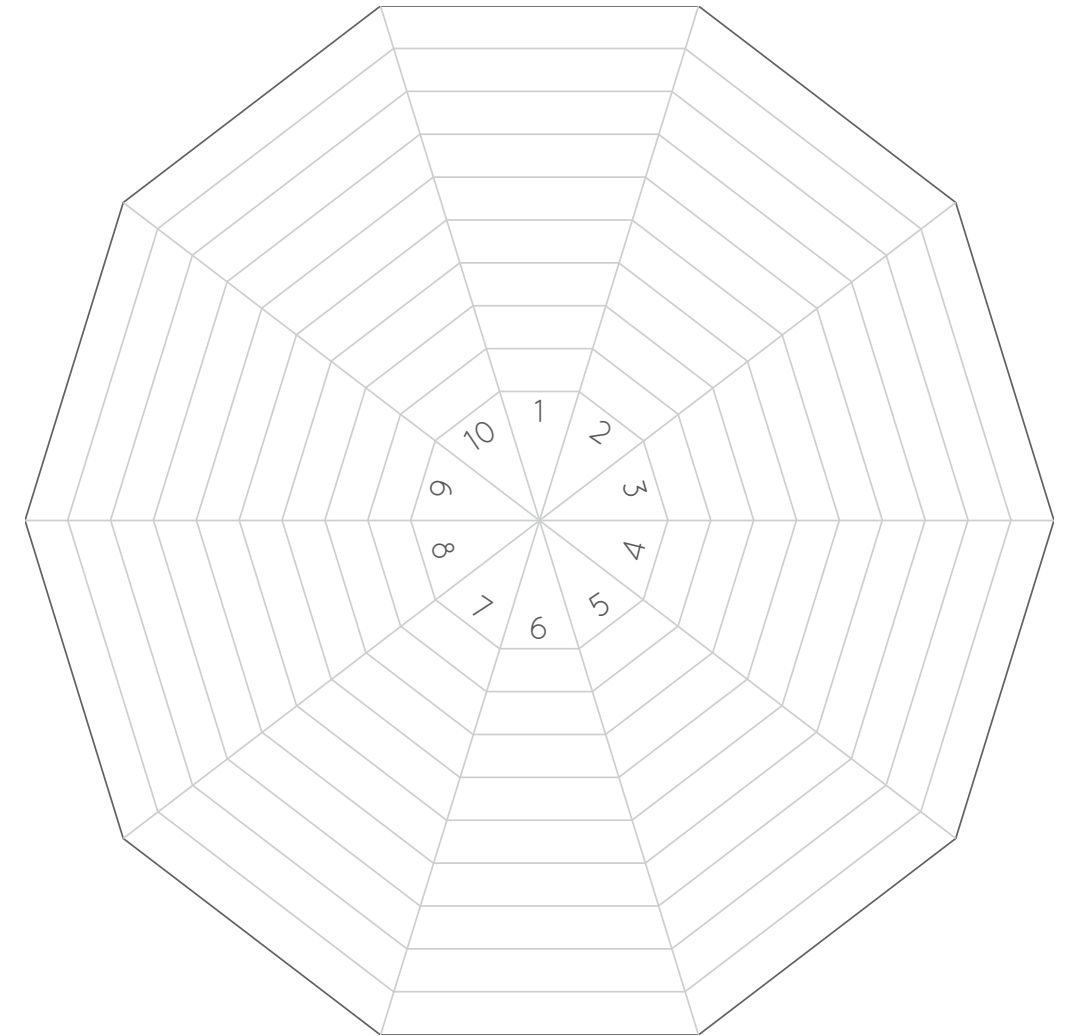
- I do accurate work; things don't come back to bite me.
- I am very proud of everything I touch and accomplish.
- My personal standards are very, very high.
- I come in early and under budget on my projects and tasks.
- I continually improve and innovate on work I do.
- I have a policy to continuously add value to products or services.
- I am committed to the highest quality work and continued improvement.
- I expect, foster, and even require the best from everyone.
- I do accurate work; I don't make errors.
- I suggest ways to create new products or services.

7. Take Initiative

- I solve problems quickly and easily; then I prevent them.
- I am fearless: I can ask anyone for everything I need.
- I don't wait: I act immediately.
- I always speak up when I see a problem or possibility.
- I don't get involved in projects that get me off track.
- I hedge when I take a risk. I'm bold, not foolish.
- I take at least one big risk a week.
- When I feel scared, I reach out to get support or confidence.
- I am willing to make mistakes.
- I trust and respond to my intuition, instinct, or gut.

8. Manage Up

- I empower my manager to manage me well.
- I keep my manager fully informed, especially of bad news.
- I have weekly meetings with my manager to report and learn.
- I relate to my manager as more of a great coach.
- I make strong requests of my manager so I produce well.
- I don't compete or react to my manager. We're equals.
- I immediately give my manager problems I cannot solve.
- I brief my manager well—with data, options, and recommendations.
- I put myself in my manager's shoes and manage from there.
- Regardless, I always stay in full communication with my manager.



9. Teamwork

- I know how to be a great team player, and I am.
- The team is set up to maximize strengths, not weaknesses.
- I am a collaborator versus a competitor; I go for win-win.
- I'm a straight shooter, very real and honest with others.
- I focus on people and results, not just results.
- I use the team as my resource instead of waiting for the team to help.
- We are a team, not a support group. Everyone plays hard.
- We get along well and respect our individual needs.
- We only work on projects that warrant a team.
- Every team member has a buddy or single partner.

10. Career Path

- I am well connected with those who can advance me.
- I am not afraid to get noticed and to shine.
- I understand my team politics and flow with them rather than fighting them.
- I'm up to speed on the development within my industry.
- I am respected as a model, productive member of the team.
- I have a clear plan for my business growth.
- I look for big ways to improve my team, office and brand.
- I know what it takes to get ahead, and I do that honorably.
- I contribute to the culture of my team.
- I know and support my team's mission, values, and goals.