



# 28 Day Leadership *Boost*



“**LEADERSHIP** is  
using the greatness in you  
to  
achieve and sustain extraordinary  
outcomes  
by  
engaging the greatness in others.”

Susan L. Colantuono

## Leadership Daily Practice 1

My Leadership Daily Practice boosted my leadership and helped grow my business by 1400% in six years. It is based on my definition of leadership above.

### How do you develop your own leadership daily practice?

Your leadership daily practice means asking yourself three questions:

1. **What outcomes must I work to move forward today?** These outcomes relate to your positional purpose, whether it's to help the organization enhance cash flow, enhance revenue or decrease expenses or improve velocity.
2. **Who do I have to engage in order to get that done?** Who on my team, which of my direct reports, what internal or external stakeholders and others.
3. **On what personal greatness will I draw?** What will be my foundation of attributes, abilities, values in order for those interactions to be successful and move the outcomes forward?

Asking yourself these three questions at the start of every day is Part 1 of your leadership daily practice.

You can do your leadership daily practice in your car. You can do it on the walk from your bedroom to your home office. You can do it anywhere. You can write it down (**using this personal online tool**), you can keep it in your head. Just be sure you do it!

Part 2 is at the end of each day, going back over your plan to ask yourself:

1. How did I do in moving that important outcome or those outcomes forward?
2. How did I do engaging the greatness of others who had a role to play?
3. How did I do standing on my platform of personal greatness?

This helps you set up the next day in case there's something that has to be revisited.

Your 28 Day Leadership Boost rests on developing your own Leadership Daily Practice.

- It's practical.
- It produces results.
- And it will help you wear your mantle of leadership with pride.

# Leadership Daily Practice 2

## Most Important Outcomes

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Our leadership daily practice begins with focus:

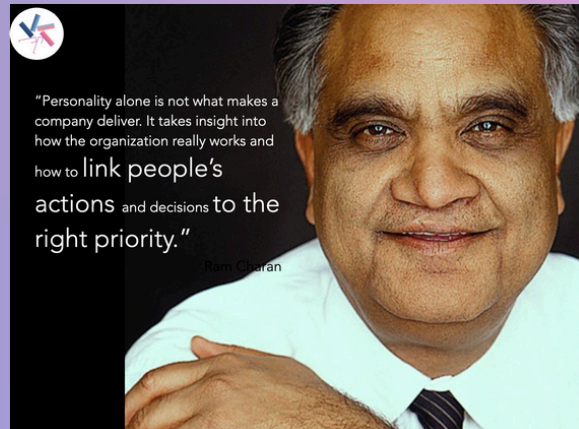
1. What are the most important outcomes for you/your team(s) to advance today?
2. Who will you engage to make progress on those outcomes?
3. What aspect(s) of your personal greatness will you tap in service of the above?

## Key Other(s) to Engage

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## Personal Greatness to Tap

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**Ram Charan always helps lift our sights from the day-to-day.**

**How can his words help you today?**

# Leadership Daily Practice 3

## Most Important Outcomes

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## Key Other(s) to Engage

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## Personal Greatness to Tap

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"To deliver extraordinary outcomes, you must help the organization hit or exceed goals that it defines as important for its vitality and growth."

Susan L. Colantuono

**Of course you're focused on outcomes - how are you helping your colleagues/team members retain the same focus?**



# Leadership Daily Practice 5

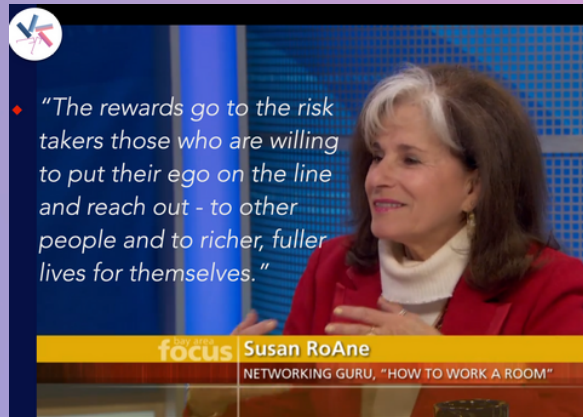
## Most Important Outcomes

## Key Other(s) to Engage

## Personal Greatness to Tap

### **We close the week with a look back and chance to re-orient:**

1. Is there anything crucial for you to do today to move key outcomes forward this week?
2. Is there anyone you need to connect with today to make sure you've engaged the greatness of key others?
3. What aspect(s) of your personal greatness will you tap in service of the above?



**Reaching out to ask for help is a sign of your commitment to success and continuous learning.**

**Be sure to always make a Courageous ASK from one of these positions.**

# Leadership Daily Practice 6 & 7

I'll Rest, Restore, Rejuvenate and Replenish by...

## REST | RESTORE | REJUVENATE | REPLENISH

Weekends are important times for rejuvenation; days to fill the wellspring from which we draw all week in service of the organizations we work for. That's why we have a weekend, not daily, practice.

1. What's the most restorative thing you can do for yourself this weekend?
2. When will you do it?

...and I'll do it when?



**You can only pour from a full pitcher.**

**Taking time to rest, restore, rejuvenate and replenish fills you up and enables you to Lead ON! for yourself, your family and your work.**

# Leadership Daily Practice 8

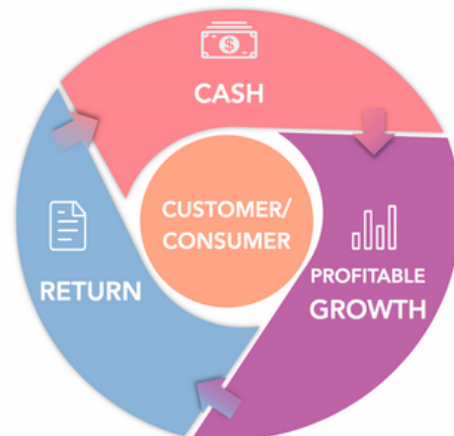
## Most Important Outcomes

## Key Other(s) to Engage

## Personal Greatness to Tap

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adapted from What the CEO Wants You to Know by Ram Charan

**As our second week begins, let's level-set on key outcomes.**

Are you tracking the right metrics related to your/your team(s) primary impact: cash, growth, return and/or customer/consumer?

# Leadership Daily Practice 9

## Most Important Outcomes

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## Key Other(s) to Engage

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## Personal Greatness to Tap

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*"If you have great people aligned around a common goal they can overcome just about any barrier put in front of them."*

Ursula Burns,  
former CEO Xerox

**What goal?**

**Great people?**

**How are you all doing with any barriers?**

# Leadership Daily Practice 10

## Most Important Outcomes

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Our leadership daily practice begins with focus:

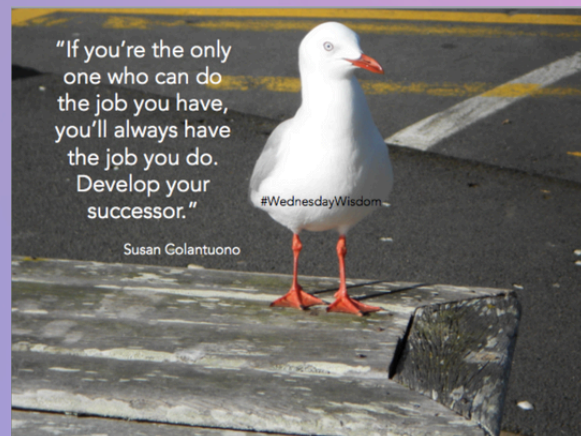
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## Key Other(s) to Engage

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## Personal Greatness to Tap

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**What will you do today to identify and/or develop your successor?**

# Leadership Daily Practice 11

## Most Important Outcomes

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## Key Other(s) to Engage

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## Personal Greatness to Tap

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♦ *"If you have some power, your job is to empower somebody else."*

Toni Morrison, Author

**Who needs an empowerment boost from you today?**



# Leadership Daily Practice 13 & 14

I'll Rest, Restore, Rejuvenate and Replenish by...

## **REST | RESTORE | REJUVENATE | REPLENISH**

Weekends are important times for rejuvenation; days to fill the wellspring from which we draw all week in service of the organizations we work for. That's why we have a weekend, not daily, practice.

1. What's the most restorative thing you can do for yourself this weekend?
2. When will you do it?

...and I'll do it when?

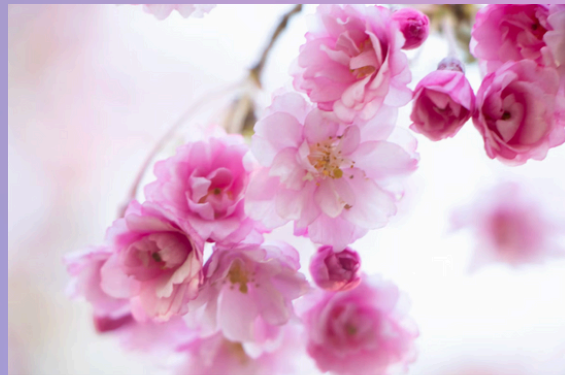


Photo credit: Justin R. Bouchard (my son!)

**How about a no-electronics weekend (she asks as she's sending emails!)**

**Also check out this short, restorative [yoga course](#).**

# Leadership Daily Practice 15

## Most Important Outcomes

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## Key Other(s) to Engage

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## Personal Greatness to Tap

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*"Life shrinks or expands in proportion to one's courage."*

Anaïs Nin, Author

**In keeping with the theme of courage...**

**how are you doing on that one scary thing that needs doing?**

# Leadership Daily Practice 16

## Most Important Outcomes

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## Key Other(s) to Engage

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*"Self discovery is the secret ingredient that fuels daring."*

Grace Lichtenstein, MS



## Personal Greatness to Tap

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**What is it that needs doing this week that you will dare to do?**

# Leadership Daily Practice 17

## Most Important Outcomes

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## Key Other(s) to Engage

## Personal Greatness to Tap



**How does what you love about what you do inspire your passionate leadership?**

# Leadership Daily Practice 18

## Most Important Outcomes

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## Personal Greatness to Tap

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**How were you inspired this week?**

**Who did you inspire?**

**What "something different" are you creating?**

# Leadership Daily Practice 19

## Most Important Outcomes

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### **We close the week with a look back and chance to re-orient:**

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## Key Other(s) to Engage

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On average, companies **lose 37% of their strategy's potential value** because of defects and breakdowns in planning and execution.

*Turning Great Strategy into Great Performance,*

Mankins & Steele

## Personal Greatness to Tap

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**A bit of reverse inspiration.**

**Be the leader who's doing a great job with strategy execution.**

# Leadership Daily Practice 20 & 21

I'll Rest, Restore, Rejuvenate and Replenish by...

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**Advice from María Sabina, Mexican healer and poet:**

*"Heal yourself with the light of the sun and the rays of the moon. With the sound of the river and the waterfall. With the swaying of the sea and the fluttering of birds. Heal yourself with mint, neem, and eucalyptus. Sweeten with lavender, rosemary, and chamomile. Hug yourself with the cocoa bean and a hint of cinnamon. Put love in tea instead of sugar and drink it looking at the stars. Heal yourself with the kisses that the wind gives you and the hugs of the rain. Stand strong with your bare feet on the ground and with everything that comes from it. Be smarter every day by listening to your intuition, looking at the world with your forehead. Jump, dance, sing, so that you live happier. Heal yourself, with beautiful love, and always remember ... you are the medicine."*

# Leadership Daily Practice 22

## Most Important Outcomes

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## Key Other(s) to Engage

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## Personal Greatness to Tap

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WE MAY ENCOUNTER  
MANY DEFEATS  
BUT WE MUST NOT  
BE DEFEATED

*Maya Angelou*



**Enough said!**

**Never be defeated.**

# Leadership Daily Practice 23

## Most Important Outcomes

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## Key Other(s) to Engage

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## Personal Greatness to Tap

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**In order to make progress, what (undoubtedly unattainable) perfection goal is important for you to put down?**

# Leadership Daily Practice 24

## Most Important Outcomes

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## Key Other(s) to Engage

"Being open about your goals cultivates support for your career and gets the business of business done. The more others understand the outcomes you're advancing (*and you understand theirs*) the easier it is to find ways to collaborate. Make co-creators of business value high on your list of key strategic relationships."



Susan L. Colantuono

## Personal Greatness to Tap

**What co-creators of business value and value to customers are in your strategic network?**

**Who should you add?**

# Leadership Daily Practice 25

## Most Important Outcomes

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## Personal Greatness to Tap

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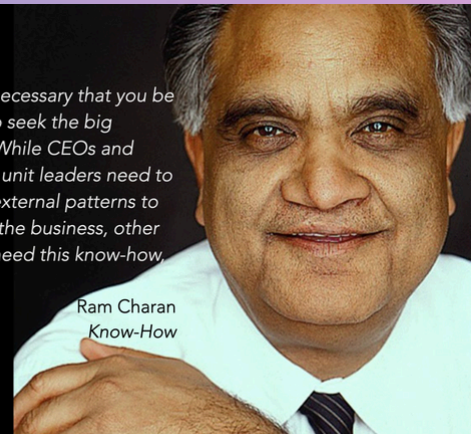
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*"It isn't necessary that you be a CEO to seek the big picture. While CEOs and business unit leaders need to see the external patterns to position the business, other leaders need this know-how, too."*

Ram Charan  
Know-How



**What big picture are you keeping (or need to be keeping) your eyes on?**

**How are you keeping your team(s) focused on the big picture?**

# Closing Meet-Up 26

## Most Important Outcomes

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"For, in the end, it is impossible to have a great life unless it is a meaningful life. And it is very difficult to have a meaningful life without meaningful work... <through meaningful work> you might even gain that deepest of all satisfactions: knowing that your short time here on this earth has been well spent, and that it mattered."

*Jim Collins  
Good to Great*

## Key Other(s) to Engage

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Wearing our mantle of leadership brings meaning to work in many ways. Through the goods and/or services that make customers lives better, by lifting up the lives of those with whom we interact as colleagues, managers and/or direct reports, by creating an organization that does good in the world.

Sometimes the meaning is inherent in the work. Sometimes we have to bring meaning to the work.

Hopefully, this 28-day challenge has brought you closer to having a great life by enriching your leadership.

Please reflect on this and on the ways that you've nurtured your leadership over the last four weeks.

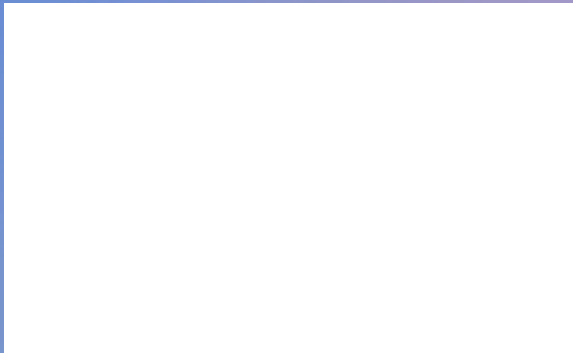
**We will discuss in the closing meet-up.**

## Personal Greatness to Tap

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# Leadership Daily Practice 27 & 28

I'll Rest, Restore, Rejuvenate and Replenish by...

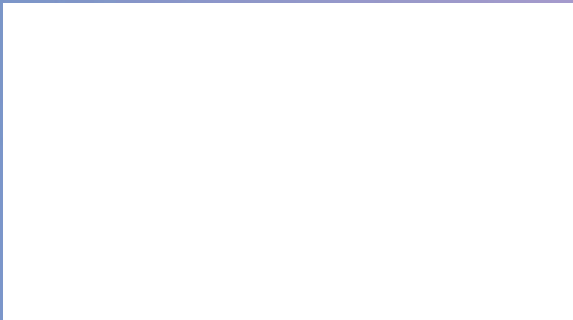


**REST | RESTORE | REJUVENATE | REPLENISH**

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At any moment, you have a choice, that either leads you closer to your spirit or further away from it.

Thich Nhat Hanh



**Our spirit speaks to us in the quiet.**

**Please use time this weekend to contemplate your leadership journey and the rewards you've gained from it.**