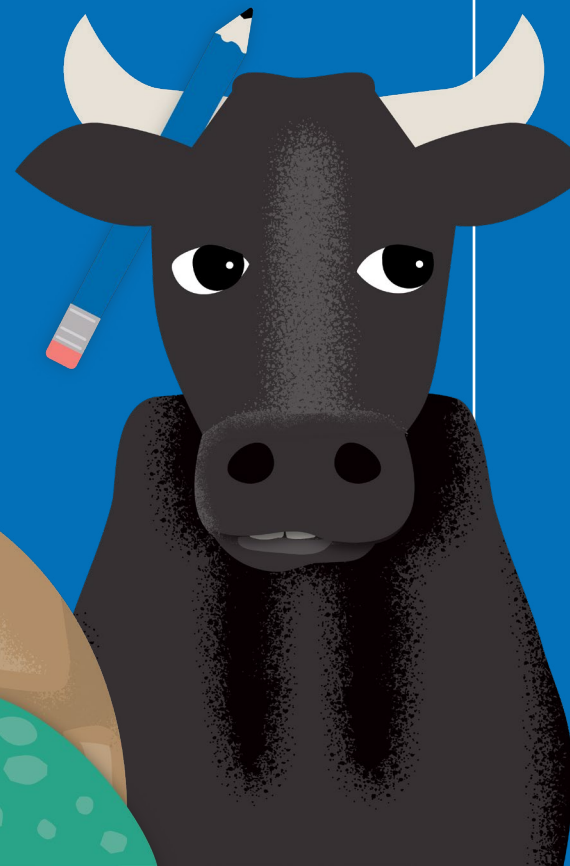
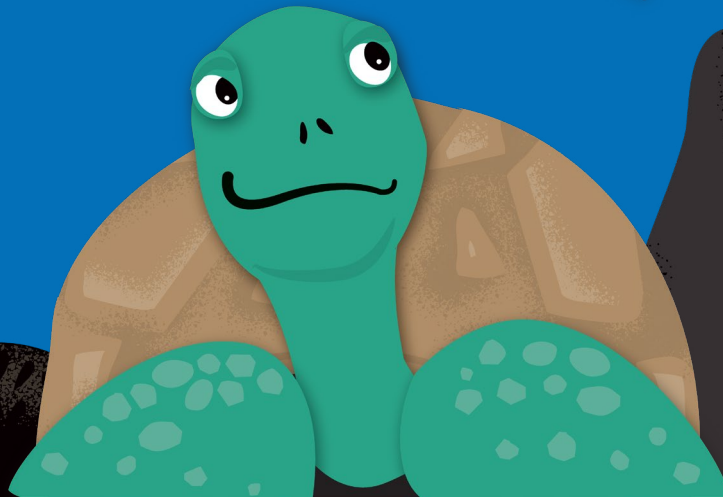


AWESOME LEADER

Your Kick-Start
Leadership Planner
For 2021





AWESOME LEADER

What a year, right?

As the joke goes, “I want my money back!”

The end of the year usually provides us with an ideal opportunity to organize, plan, and get on top of things. This year is different. This has been a crazy, tragic, emotional, stressful, sad, and confusing year. (Insert any other adjectives you feel describe your 2020.)

There are two reasons why it might be difficult to step back and assess this year. One, it's probably unlike any other year you've seen or, hopefully, will see. Two, who wants to look back at this year?! It's tough to review the mess.

And yet you need to review this year. You need to recognize the work you did, the hurdles you jumped over, and the tough conversations you had.

Inside the messiness of 2020, I know you did some things well. I know you learned new things. I know you helped your team. I know you reached some goals.

2021 is just around the corner. Time to start planning now. This ebook comes to your desk at the perfect time.

Here's how to use this ebook:

- Find 60-90 minutes to read through and finish all of the exercises in one sitting, or
- Take 15-20 minutes a day for 5 days and take it in steps.

Since my passion is helping executives be great leaders, my focus with this ebook is to move you, gently, towards action on becoming a better leader.

This ebook is a sneak peek of the AwesomeLeader.com curriculum I have ready for your managers.

If you have a team of managers at your company who need to learn to set goals, give feedback, delegate, and manage performance challenges, then give me a call.

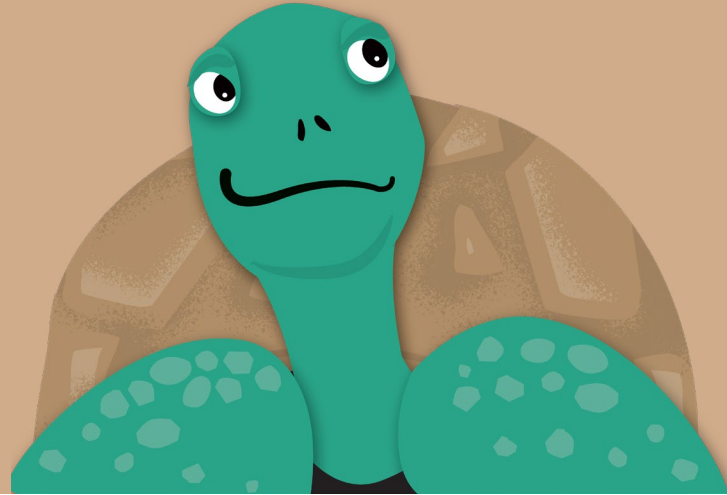
The 8-week Awesome Manager program is online, and it's ready to help your company's managers learn--15 minutes at a time.

You got this, leader. And I'm there with you.

Leila

Look Back at 2020

Looking Back is Required



To change things for next year, you need to look back at this year to capture what you did well and can capitalize on in the future.

So, what were your top 3 accomplishments for 2020? What are you most proud of?

Consider both strategic successes (which you often can measure in numbers, months, dollars, etc.) as well as the change in behaviors you may have experienced (the soft skills you developed: using initiative, improving your EQ, expressing gratitude, etc.).

Strategic Accomplishments

What business objectives did you help accomplish? What projects did you complete that helped the company meet and/or exceed goals?

1

2

3

Behavioral Accomplishments

What new behaviors did you learn or improve? Which soft skills did you use regularly (and that really helped you and your team)?

1

2

3

Regrets/Failures/Mistakes

Yes, you need to look back at what didn't work well--no matter what you call it. What are your top three regrets/failures/mistakes of 2020? Again, consider both strategic and behavioral examples.

Select one of those and write down 3 steps you can take to avoid repeating it.
Or, write down 3 ideas on why you'll let go of that regret/failure/mistake. In other words, how will you forgive yourself?

OK, enough about 2020 for this short ebook. Time to move on to 2021 . . .

2021 from 30K Feet

List the Big Projects & Start Planning



To get into your groove and tackle the most relevant, strategic, and exciting projects, you need to determine where you are going and which projects are on your radar.

So, spend just a little bit of time now, before 2021 arrives, determining where you need to go and why.

What is the most important thing for you to accomplish in 2021? What action or project will influence your organization's success and impact you professionally and personally—above anything else?

What are three steps to take in the month of January to get there?

What are three steps to take to get there in the first quarter of 2021?

What barriers do you need to anticipate? How can you get around them?

Whose help do you need?

What's exciting about this? Or, what's stressing you out? What are you worried about as you think about this top project?

Whom can you ask to hold you accountable?

Who on your team, if you manage people, will play a role in this project? When will you bring them into the loop?

Identifying Your Leadership Characteristics



How do you wish people to describe you as a leader? What words do you want them to use?

Instead of leaving this up to chance, decide how you want to be viewed as a leader (the next step is putting descriptions into action; that's coming up in this ebook).

Select your top 10 characteristics from the below list of 50. I narrowed down my list of 150, so, yes, there are many, many more you can substitute. If words you wish to use aren't listed, go ahead and add them.

- | | | |
|----------------------|----------------------|-------------------|
| 1. Accessible | 18. Entrepreneurial | 35. Optimistic |
| 2. Adaptable | 19. Ethical | 36. Organized |
| 3. Ambitious | 20. Experienced | 37. Original |
| 4. Assertive | 21. Flexible | 38. Passionate |
| 5. Authentic | 22. Forward-thinking | 39. Persuasive |
| 6. Big (personality) | 23. Fun | 40. Precise |
| 7. Calm | 24. Generous | 41. Resilient |
| 8. Collaborative | 25. Global | 42. Resourceful |
| 9. Confident | 26. Helpful | 43. Risk-taking |
| 10. Convincing | 27. Honest | 44. Savvy |
| 11. Cooperative | 28. Humorous | 45. Sincere |
| 12. Creative | 29. Imaginative | 46. Sophisticated |
| 13. Credible | 30. Inspiring | 47. Strategic |
| 14. Daring | 31. Intuitive | 48. Supportive |
| 15. Dependable | 32. Inventive | 49. Trusting |
| 16. Diplomatic | 33. Loyal | 50. Visionary |
| 17. Enthusiastic | 34. Methodical | |

Your list of 10

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

Narrow It Down

These would be the 3 qualities you want to pop in someone's mind when they meet you, talk to you, and think of you as a leader.

- 1.
- 2.
- 3.

Add Behaviors

The next step is to consider how you need to behave in order for these aspirations to become reality.

For example, perhaps you chose “accessible” as one of your attributes. What does accessible look like? How does an accessible leader act? Perhaps a leader who is accessible behaves in the following ways:

- has a calendar anyone can book a meeting on
- when speaking to a person, physically faces the person, fully (vs. turning his body only a little away from his screen or phone); over video conference, this person looks at the camera and doesn't multi-task knows people's names,
- how to pronounce them, and uses names.

For each of your top 3 characteristics, what examples of behavior would emulate those attributes? What actions describe how to create the feelings behind your characteristics?

Characteristic #1

What do you need to do to create this characteristic? How do you need to behave?

1. _____
2. _____
3. _____

Characteristic #2

What do you need to do to create this characteristic? How do you need to behave?

1. _____
2. _____
3. _____

Characteristic #3

What do you need to do to create this characteristic? How do you need to behave?

1. _____
2. _____
3. _____

Stop/Start/ Continue



One of my favorite exercises is Start/Stop/Continue. This fits perfectly with what you have done so far in this ebook:

- Look back at this year
- Look ahead to the new year
- Identify leadership characteristics
- Create behaviors around leadership characteristics

To start this exercise, consider what is working now. Which actions are you taking as a leader today that are effective? What are you doing that moves you towards your goals?

Examples in each category can be as simple and tactical as “making sure I arrive at meetings on time” or “writing down feedback I want to give and reading it aloud to hear what it sounds like.”

Or the examples can be higher level or strategic, such as “reviewing each of my team members and matching their current skills against the department’s goals” or “collaborating with peers in order to help my manager see me as working cross functionally” or “being seen as a resource for peers for my expertise in [fill in the blank here].”

For what you need to stop doing, little items such as “interrupting people” and “avoiding tough conversations” will help you make BIG moves in your leadership development.

For each question, try to list at least 3 ideas.

What do you need to **START** doing?

1

2

3

What do you need to **STOP** doing?

1

2

3

What do you need to **CONTINUE** doing?

1

2

3



Need to Train Your Managers—Fast?

Awesome Manager is the Answer.



Your managers want to get things right. They want to have all the answers. They want to help their teams. And, oh, by the way, they have to do all of this virtually.

You can't send them to training, but you can still train them.

You can give them what they want when they want it. You do that with the Awesome Manager program.

In 8 weeks, your managers will learn about:

- Employee Engagement
- Goal Setting
- Feedback
- Delegation
- Managing Performance, and
- Action Planning . . . and they have two weeks “off” to catch up and practice new skills

Over an 8-week period, they learn about one topic a week. They log in, view and complete lessons on their own time, and join company-specific group coaching calls.

The content is:

- Available 24/7: your managers log on when they can and when they want
- Bite-sized: 15-minute lessons walk them through what they need to know, fast
- Ready to download and reference anytime: decks, transcripts, and exercises
- Reasonably priced, high quality, written and hosted by a leadership expert
- Fun, engaging, and practical

With Awesome Manager, your teams are never alone. They are going to learn to become amazing managers, ready to step up to the next challenge.

We can have you up and running with personalized content as early as next week.

Really. **Email** me to learn more.

I've got you and your managers: I get it. And I'm here to help.