

# Why Leaders Fail by Mary Kelly

**What is my leadership vision?**

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**What are my top strategic goals?**

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**What actions can I take to increase trust?**

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**What can I do to show people that I genuinely care?**

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**How can my organization be more consistent?**

With communications?

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With policies?

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With practices?

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**What would help my team/teams work better together?**

What can I provide to help my team work together?

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What should we stop doing?

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How am I coalescing teamwork?

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**Where can we improve workplace respect?**

1. \_\_\_\_\_

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2. \_\_\_\_\_

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3. \_\_\_\_\_

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**We want to develop confidence without arrogance.**

How can we learn new skills?

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Are we taking action on employee feedback?

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What are we doing to hold ourselves and our people accountable?

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# 5-MINUTE

## LEADERSHIP IMPROVEMENT PLAN

The most effective leaders are constantly seeking to improve themselves. It is easy to get complacent, especially when you're successful. But if we're not improving and expanding, we remain at status quo, or possibly even contracting. Continuous improvement takes commitment, focus, and effort.

**What can I improve that would make me a better leader for my direct reports/ teams?**

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**My direct reports say I'd be an even better supervisor if:**

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**What can I improve that would make me a better peer?**

**How can I support my coworkers to help them be more successful at their jobs?**

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**How can I be more supportive of my boss?**

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**What are some possible areas for improvement?**

Ideas may include:

- Communication
- Encouragement
- Building teams
- Budgeting
- Social Media
- Email management/clarity
- Managing expectations
- Advertising
- Branding
- Providing feedback
- Customer contact
- Marketing
- Sales
- Listening
- Industry knowledge
- Policies
- Strategic planning
- Conflict resolution

**My best means of learning is:**

- Books
- Conferences
- Articles
- Discussions
- Other \_\_\_\_\_
- Videos
- Role playing
- Youtube
- Google

**How am I going to achieve this learning?**

Over the next \_\_\_\_\_ (1,2,3) \_\_\_\_\_ (days, weeks, months) I am committed to improving/learning:

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**What activities would further my learning objectives?**

(Ex. Attend conferences, join a mastermind group, find or form a book club, explore chamber of commerce events, sign up for networking opportunities, commit to a philanthropic club).

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# 5-MINUTE EMPLOYEE MORALE PLAN

Keeping employees motivated and happy at work is crucial to maintaining productivity. Good morale comes from a workplace that is supportive, encouraging, and focused on the employee. Managers and leaders can help people be successful by frequently checking in, offering assistance, and showing interest in employees' development. 67% of millennials say they would leave an organization that was uninterested in their professional development.

**To increase morale, start by checking in, showing care, and asking the right questions.**

**What keeps you motivated at work?**

- My supervisor
- Flexibility
- Problem-solving
- My team members
- Challenges
- The actual work
- Making a difference
- Customers
- The organization's mission
- The workspace/environment
- I just wake up motivated

**Name something you do at work that you really enjoy?**

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**What do you like best about this work space?**

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**What would make our work space more enjoyable or comfortable?**

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**How can we help you develop or reach your full potential?**

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**What needs do you have that are not met by the job or the work space?**

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**What is your favorite thing about this job or this organization?**

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**What most needs improvement in this organization:**

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# 5-MINUTE STRATEGIC THINKING PLAN

Strategic thinking is about thinking big thoughts, looking toward the needs and products of the future, and crafting the responsive plans needed to move forward. How can we help our teams think bigger? How do we think bigger? And how do we then focus our planning to effectively meet future possibilities and conditions?

Strategic thinking creates the capacity to plan for the future with attunement to changing environments and emerging challenges. This takes knowledge, skill, practice, and time.

## 1. SEE THE BIG PICTURE.

Know as much as possible about your organization and its people. Know what you do and who you do it for.

We make/produce/provide \_\_\_\_\_ for \_\_\_\_\_.

## 2. TAKE TIME TO REFLECT.

Great strategic thinkers “connect the dots”— people, ideas, and possibilities—and this requires time to reflect.

Some people think best with another person or people, while others need solitude. Either way, it requires time devoted to reflection and contemplate.

The best conditions for me to reflect deeply are \_\_\_\_\_.

I brainstorm best with people who \_\_\_\_\_.

## 3. SHIFT BETWEEN AND ENTERTAIN DIFFERENT PERSPECTIVES.

Strategic thinkers can tap into both divergent (big picture) and convergent (arranging the puzzle pieces) thinking, and they easily move between them to develop these skills. Try brainstorming with one other person at a time to view the issue from multiple perspectives.

I can brainstorm with \_\_\_\_\_ to gather information.

I can brainstorm with \_\_\_\_\_ to gauge how this issue is perceived.

I can brainstorm with \_\_\_\_\_ to figure out implementation.

I can brainstorm with \_\_\_\_\_ to see the issue from the outside.

## 4. CHANGE YOUR ENVIRONMENT.

There is a reason many organizations hold “offsites.” People need new environs, different stimuli, and to be “pleasantly uncomfortable” to shift thinking. We also need to eliminate distractions.

I can go to \_\_\_\_\_ to think.

My team could spend a day at \_\_\_\_\_ to think.

## 5. INVEST IN CULTIVATING IT

Some leaders hear about strategic thinking initiatives and dismiss them as being frivolous. But the future of the business and achieving long-term success depends on it.

If there were no resource constraints, this company could \_\_\_\_\_.

If there was unlimited money, we could develop/produce/incorporate/research/solve \_\_\_\_\_.