THE LEADERSHIP USER MANUAL

Daily

Weekly

Assess overall monthly progress.

Update the strategy if necessary.

- Reflect on the main goal
- Align tasks with vision.
- Prioritize vision-driven tasks.
- Motivate team towards the vision.

Actively listen to team members.

Handle misunderstandings quickly.

Measure daily progress.

Offer clear feedback.

Reinforce core messages.

Encourage open dialogue.

Productivity Method: 3-3-3 Method





- Review the week's achievements.
- Adjust tactics if off-course.
- Engage in strategic conversations.
- Seek feedback on vision alignment.
- Celebrate vision-related milestones.

Hold team check-ins/one-on-ones.

Address any communication issues.

Update team on any organizational

Seek feedback on communication.

Check-in on team's well-being

Foster team-building activities.

Reflect on personal EQ growth.

Seek feedback on leadership

Address any interpersonal issues.

Review weekly decision outcomes.

Hold team brainstorming sessions.

Adjust future decisions based on

Have a platform for team expression.

Mental Model: First Principles Thinking.

Mental Model:

Ladder of

Implementation

approach.

Mental Model:

Theory of Mind



- Host vision-refresh sessions. Analyze changes affecting the vision.
- Set monthly vision-centered objectives.

Goal Method: Objectives & Key Results (OKRs)



- Review communication effectiveness
- Host O&A sessions.
- Adjust communication strategies.
- · Reiterate long-term goals.

Assess overall team morale

 Encourage cross-departmental communication.

Goal Method: WOOP Model

checksions.

Goal Method:

Balanced

Scorecard



Productivity Method:

Communication

Engagement/EQ

Decision Making

Development



- **Eisenhower Matrix**
- Self-reflect on emotions.
- Practice active listening.
- Offer empathetic responses.
- Address conflicts promptly.
- Encourage positive team interactions.

Productivity Method: Pomodoro Technique



- Make informed decisions.
- Evaluate daily risks.

Delegate new tasks.

- Seek diverse perspectives.
- Prioritize critical issues.
- Analyze daily outcomes.

Productivity Method: Kanban Model



- Mental Model: Pareto

feedback.

- Principle

Reflect on decision processes.

Identify areas of uncertainty.

- Review individual progress
- Identify team training needs.
- Offer mentoring sessions.
- Celebrate team's weekly achievements...
- Plan for future skill development.

Mental Model: Occam's rapor



Analyze monthly decision impacts.

Establish EQ goals for next month.

Attend personal or team EQ training.

Evaluate impact of leadership

Seek mentorship on EO skills.

- Adjust long-term strategies.
- Review risk management outcomes.
- Encourage innovation in solutions.
- Set decision-related goals.

Goal Method: SMART Goals



- Evaluate team growth.
- Adjust personal leadership style.
- Plan future team training sessions.
- Set monthly development goals.
- Reflect on leadership development
- impact.

Goal Method: **Backward Goal** Setting



Productivity Miller Blackett 2 Minute Rule



Provide constructive feedback.

Recognize individual achievements.

Offer coaching on daily challenges.

Encourage team self-development.

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Manual Leadership Skills

Hilarie Owen, Vicky Hodgson, Nigel Gazzard



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