THE LEADERSHIP USER MANUAL

Daily

Weekly

Analyze changes affecting the vision.

Assess overall monthly progress.

Host vision-refresh sessions.

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.

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.

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



 Set monthly vision-centered objectives.

Goal Method: Objectives & Key



Results (OKRs)

- Review communication effectiveness
- Host O&A sessions.
- Adjust communication strategies.

Attend personal or team EQ training.

Establish EQ goals for next month.

Analyze monthly decision impacts.

Review risk management outcomes.

Encourage innovation in solutions.

Evaluate impact of leadership

Seek mentorship on EO skills.

Adjust long-term strategies.

Set decision-related goals.

· 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



Reinforce core messages.

Encourage open dialogue.



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

Productivity Method: Kanban Model



- Identify areas of uncertainty. Mental Model:

Principle



- feedback.
- Hold team brainstorming sessions.
- Reflect on decision processes.

Review individual progress

Offer mentoring sessions.

Celebrate team's weekly

Identify team training needs.

Plan for future skill development.

Pareto



- 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





- Recognize individual achievements.
- Delegate new tasks.
- Offer coaching on daily challenges.
- Encourage team self-development.
- Provide constructive feedback.

Productivity Miller Branchelle 2 Minute Rule



Mental Model: Occam's rapor

achievements...



Manual Leadership Skills

Jo Owen

Manual Leadership Skills:

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