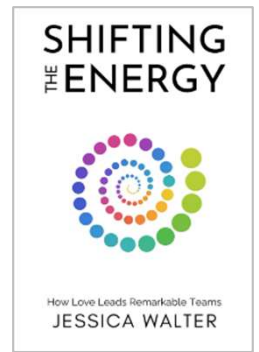


Energizing Leadership Checklist



Here's an easy way to see how you're already using leadership behaviors that energize your team. As you review the statements below, select each item that describes an Energizing Leadership behavior you're already using.

From the book *Shifting the Energy*

ADOPT A SUPPORTIVE MINDSET

- ☐ Each employee feels confident they have the skills, training, and practice needed to do their work well
- ☐ I extend flexibility and autonomy to my team
- ☐ When my team is busy, I pitch in to lighten the load
- ☐ My team feels confident that I stick up for them when they're not around
- ☐ When I need to share corrective feedback, I do it as soon as possible
- ☐ I provide clear expectations that remain consistent (I don't move the goalposts or continually change my expectations)
- ☐ I make sure my employees can be "off-off" when they're away from work
- ☐ I never make my employees feel guilty about taking time off
- ☐ I know how to spot the signs of burnout in my team members
- ☐ I watch out for roadblocks so I can help my team remove them
- ☐ I frequently tell my employees what they're doing well
- ☐ Before making important decisions, I get closer to the work and the people doing the work so I can make high-quality decisions
- ☐ My team understands our compelling vision for the future and our plan to achieve it
- ☐ Every team member has enough protected blocks of time so they can focus and concentrate without being disturbed
- ☐ Team members' work locations are determined based on the type of work to be completed (not the day of the week or the arbitrary number of days to be worked in a specific location)

FOSTER A FRIENDLY CULTURE

- ☐ Team members frequently offer appreciation and gratitude to each other
- ☐ As a team, we have a habit of being courteous with each other
- ☐ It's common to see team members do small favors for each other
- ☐ When we have conflict or disagreements, we work together in a healthy way to find a solution that best meets the needs of everyone involved
- ☐ We never interrupt each other

FOSTER A FRIENDLY CULTURE (continued)

- ☐ We never try to make each other feel bad
- ☐ It's common for us to spend some time chatting about personal topics during our meetings with each other
- ☐ We celebrate each other's birthdays, work anniversaries, personal accomplishments, and professional accomplishments together
- ☐ We celebrate together any time we complete a major project
- ☐ Everyone feels safe to share their perspective, even when it is different than what others have shared
- ☐ No matter what happens outside of our team, we know we can come back to each other to feel connected and protected
- ☐ When we're together, there's a warm, welcoming vibe
- ☐ It's common for us to laugh a lot when we're together
- ☐ No one on our team feels like they have to put on a false front when we're together – everyone feels comfortable being themselves
- ☐ We know we can rely on each other to complete our portion of the work
- ☐ When one team member isn't able to give their best, the rest of us fill in until our teammate is back on their feet
- ☐ We often “swarm” together as a team to overcome setbacks

PRACTICE OPEN COMMUNICATION

- ☐ I invite feedback, input, and ideas
- ☐ When I receive feedback, input, and ideas, I share my intentions for how the information will be used or applied
- ☐ I create abundant opportunities for employees to share their feedback, input, and ideas with me
- ☐ When appropriate, I tell my team about the challenges the business is facing as well as our plans to overcome them
- ☐ I never gossip, vent, or disclose information that is intended to remain confidential or private
- ☐ I gather input from employees to inform decisions that impact them
- ☐ I always listen with a genuine desire to understand the other person's feelings and point of view
- ☐ I never intentionally mislead my team
- ☐ My team members always find out about important information from me or another official source before they hear it from coworkers, customers, family, news media, social media, etc.
- ☐ When a major change is happening, I explain the rationale and process behind the decision
- ☐ My communication is genuine and straightforward
- ☐ I always stay calm and encouraging when a team member brings a problem to my attention or disagrees with me
- ☐ When I communicate with my team, it's a two-way dialogue where they feel welcome to contribute to the conversation
- ☐ My team members feel included and informed
- ☐ I communicate with open body language (*ex: using the camera during video calls, making eye contact, facing the person I'm talking to, and not crossing my arms or making dismissive gestures or expressions*)

How did it go?

If you checked most of these boxes – amazing!

You've likely built an energized, engaged team and your team members are willing and able to give their best because you've created the environment necessary for today's employees to be highly energized.

If most of the statements didn't apply to your leadership behaviors – that's okay.

You may have learned that it's best *not* to be supportive, friendly, and open with your employees. Unfortunately, that means your team lacks the environment necessary to be willing and able to give their best at work over the long term, but I've got you covered.

We can work together to explore five specific scenarios where you can begin infusing Energizing Leadership behaviors into your day-to-day practice.



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