

# STOP DOING, START LEADING



Next Steps - Worksheet 1/3

## KEY CONCEPTS

- *There are three components to any leader's job; doing things, managing things, and leading people.*
- *Don't fall into the common leadership trap of leading in your spare time (LIYST).*
- *Great leaders flip the order and think Lead, Manage, Do.*

### Step 1

Think of an average day or week and plot where the three dials are typically positioned on your Leadership Equalizer.

Doing Things



Managing Things



Leading People



### Step 2

Be brutally honest with yourself in answering the following questions in order to make the transition from a super-manager to an inspiring leader.

#### What Can I Stop?

What do you and your team continue to do that add no value? What are the things you do without questioning because that's what you've always done?



### What Can You Delegate?

What are the things that must still be done, but not by you?

### Step 3



**Step into Leader Mode.** Now that you have reclaimed a small amount of leadership time, plan the leadership tasks that you will focus on.

### Notes



Leadership Priority (LP)	What I Will Do	The Impact I Expect It To Have
LP1		
LP2		
LP3		