

# LEVELING UP LEADERSHIP

## *Workbook*



**5 Revealing Tools to Move  
Your Leadership to the Next Level**

**Strengthen Your Core to Excel in Your  
Role**

# Values - the Ideals that Drive You

“At the end of the day, the position is just a position, a title is just a title, and those things come and go. It's really your essence and your values that are important.”

by Queen Rania of Jordan\*

## Round 1

Review list of values options, including space to write in a few of your own. Circle the values that resonate most strongly with you.

# Leadership Values Bank

- Accountable
- Happy
- Agile
- Hardworking
- Authentic
- Healthy
- Challenging/Stretching
- Honest
- Changing
- Humble/Gracious
- Collaborative
- Inspiring
- Competent
- Loving
- Curious/Discovery
- Open
- Dedicated
- Opportunity-oriented
- Democratic
- Respectful
- Dependable
- Strategic
- Diverse/Accepting
- Thankful/Appreciative
- Empathetic/Compassionate
- Thoughtful
- Enthusiastic
- Trust Building
- Excellence-oriented
- Understanding
- Forward Looking
- Visionary
- Family-oriented
- Wise

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Write in your own!

**Round 2**

Sort your Round 1 list again, this time identifying only your top 10 values; write them in priority order from most to least important.

# TOP 10

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.



**Round 3**

Work with your top 5 most important values; name them and write about them in the space below:

- Define what each value means to you.
- Explain what makes each value important to you.
- Describe with an example how you live out each value in your leadership.

#1

#2

#3

#4

#5

# Beliefs - Truths You Carry with You

These assumptions may or may not be backed by objective evidence\*, but they are true for you. Together, beliefs and values govern our attitudes, our interactions with others, and our decisions.

Step 1: Listen to the “This I Believe” essay to get an idea about what we mean by leadership beliefs.

Brainstorm some ideas about your key leadership beliefs.

Step 2: Write a “This I Believe” essays to yourself to unpack and explain one of your top 3 beliefs about leadership.

- Tell a brief, but specific story about you
- Name your belief in a sentence or two
- Be positive and personal using words that you’re comfortable with

Actions

Values

Beliefs

\*<http://www.businessdictionary.com/definition/beliefs.html#ixzz3Qh3i3gzW>

**My Top 3 Beliefs about Leadership:**

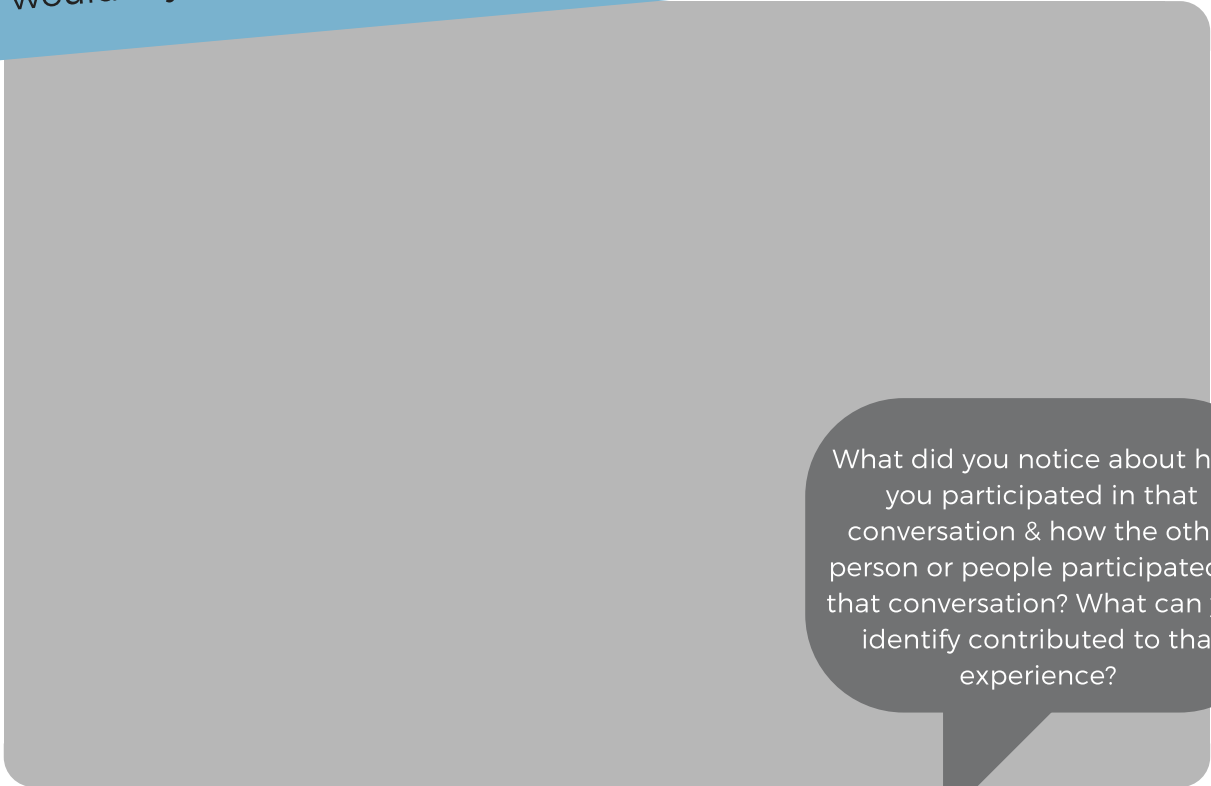


**My "This I Believe" Essay:**



# Leadership Mindset - the Way that You Act or Show Up as a Leader

Think about a few conversations you've had in recent weeks that you would say were really satisfying, engaging, productive & meaningful.



What did you notice about how you participated in that conversation & how the other person or people participated in that conversation? What can you identify contributed to that experience?

Think about recent conversations that left you feeling unsatisfied, unproductive, frustrated & perhaps even angry.



What would you describe resulted in the lack of success of these conversations?

# Leadership Mindset - the Way that You Act or Show Up as a Leader

What do you notice that you do well to create successful conversations & where do you struggle?

Your understanding of this is a window of where to look to grow and strengthen your leadership. How do you want to show up as a leader?



# Vision - Depiction of the Difference You Want to Make As A Leader in the Near/Far Future

There are many different ways to make a difference. Here are some sparks to ignite your thinking.

- What kind of influence do you want to have at a global, national, regional, state and/or local level?
- What would it look like for you to be a respected supervisor or team leader with whom people are excited to work?
- What would it feel like to be recognized with more responsibility in your current job or to be offered a promotion?
- How would you see yourself getting out of your comfort zone and exploring new aspects of your career or life and finding a new passion or expanding your passion?
- What else comes to mind that would lead to your personal and professional growth?

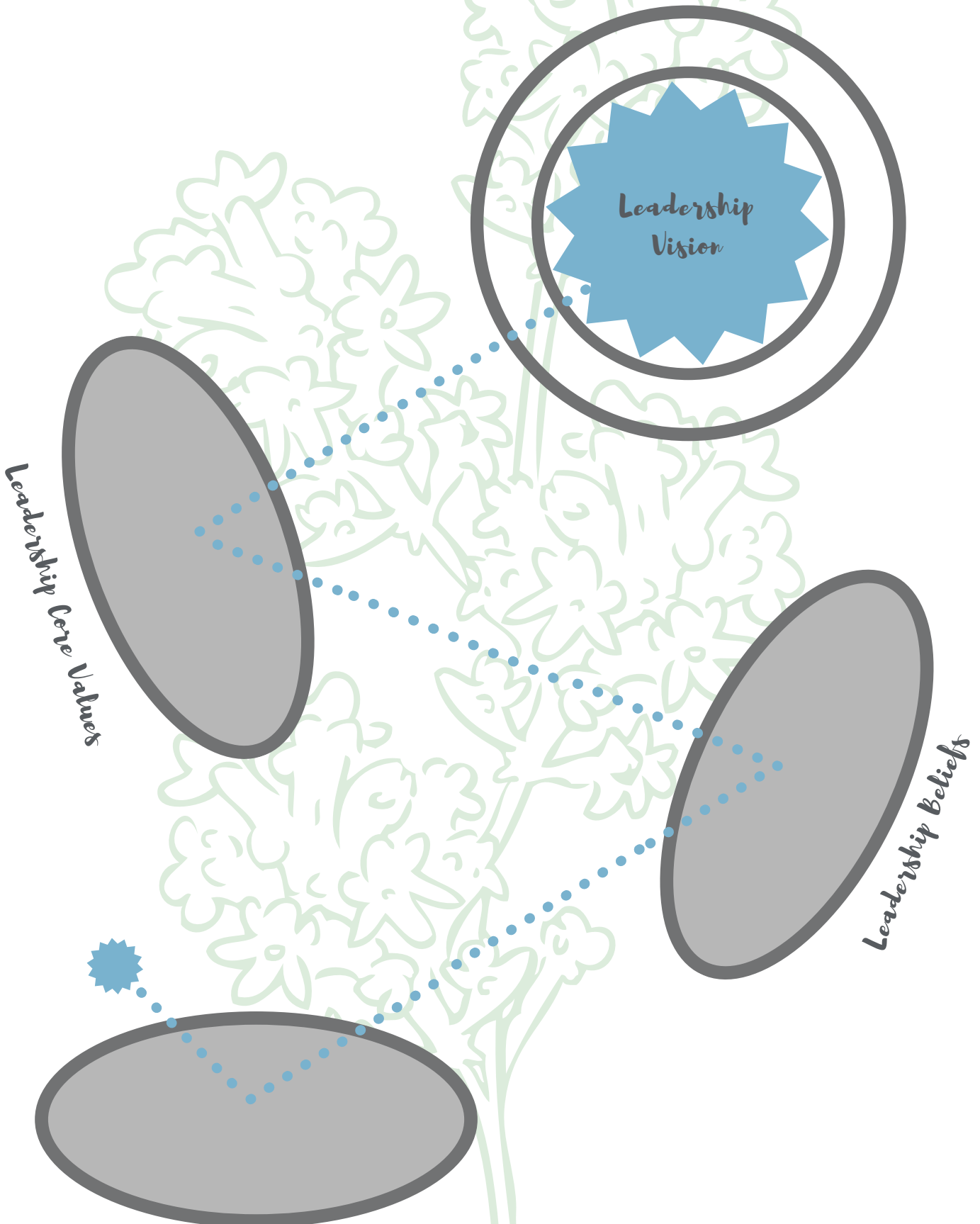
Draw and use words to describe what is being celebrated about your leadership and the difference you made.



Now, imagine you are being recognized a year from now as Leader of the Year in your community. Consider the difference you have made as a leader. What about your leadership is being celebrated?

# The Leveling Up Leadership Springboard

This is important for measuring how far you level up from one target time frame to the next. You may be ready to level up again in 6 months or a year!



Leadership Mindset