



DAILY LEADERSHIP CHECKLIST

Your structured tool to help you as a leader stay focused on high-impact habits, build team engagement, and ensure your leadership is driving results.

LEAD WITH CLARITY. COACH WITH CONFIDENCE. WATCH YOUR TEAM THRIVE.

Instructions: Use this checklist at the start and end of each day to assess where you're excelling and where you need to adjust. **Consistency is key** - small daily improvements lead to transformational leadership success.

MORNING LEADERSHIP FOCUS

Before the day starts

- ☐ **Set the Tone** - Have I communicated clear priorities to my team for the day?
- ☐ **Lead with Purpose** - What is my ONE leadership focus today (coaching, motivation, strategy)?
- ☐ **Team Energy Check** - Have I recognized someone's effort or progress today?
- ☐ **Remove Barriers** - Is there anything blocking my team's success that I need to address?

Pro Tip: Start your morning by identifying **ONE** leadership habit you want to strengthen.

MID-DAY LEADERSHIP ALIGNMENT

During the workday

- ☐ **Observe & Listen** - Have I checked in with my team (not just about work, but their mindset)?
- ☐ **Encourage Ownership** - Have I asked, "What's your plan?" instead of "Do this"?
- ☐ **Coaching Moment** - Did I provide real-time feedback (praise or constructive guidance)?
- ☐ **Check for Alignment** - Are we tracking toward today's priorities, or do we need to adjust?

Pro Tip: Instead of answering every question for your team, ask **open-ended questions** to guide them to solutions.

END-OF DAY LEADERSHIP REFLECTION

Wrap-up and growth

- ☐ **Results Review** - Did my team make progress today? What went well?
- ☐ **Team Engagement** - Did I recognize or celebrate a team win?
- ☐ **Personal Growth** - What's one leadership lesson I learned today?
- ☐ **Tomorrow's Focus** - What's my #1 leadership goal for tomorrow?

Pro Tip: Leadership is a journey—celebrate your progress and refine your approach daily.

SCORE YOURSELF

How did you Lead Today?

- ✓ **5-8 Checkmarks** - You led with intention! Keep refining and growing.
- ✓ **3-4 Checkmarks** - Good start! Focus on one area to strengthen tomorrow.
- ✓ **0-2 Checkmarks** - Leadership isn't about perfection—it's about progress. Identify one action you'll take tomorrow to improve.

Want More Leadership Tools? This checklist is just the beginning!

Join my programs and **get the full system** to transform your leadership and team performance:

<https://www.launchedperformance.com/>