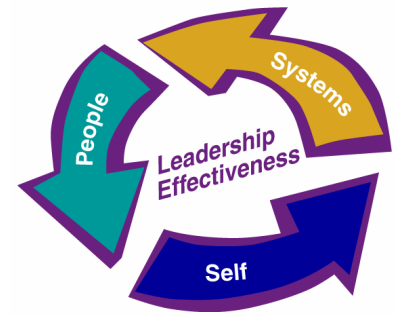


# Are You an Effective Leader?

Truly effective leaders are able to focus on and balance the three faces of leadership – leadership of systems, people, and self. This checklist will help you identify your leadership strengths and development opportunities.



## Instructions:

1) Rate each statement on a scale of one to four as follows:

- 1 = Does not describe my situation
- 2 = Somewhat describes my situation
- 3 = Mostly describes my situation
- 4 = Exactly describes my situation

2) Add up your scores. Check back every 90 days to track your progress.

3) Solicit support, such as a mentor or coach, to help you address challenging items.

Statements	Ratings			
1. I can clearly articulate the vision for the future of my organization.	1	2	3	4
2. I am truly inspired by my work.	1	2	3	4
3. I am able to let go of day-to-day management in order to focus more time on my leadership responsibilities.	1	2	3	4
4. I devote ample time to planning and reflection.	1	2	3	4
5. I am leading a cohesive and effective team.	1	2	3	4
6. I foster a spirit of trust within my organization.	1	2	3	4
7. I have the right people with the right skills in the right jobs.	1	2	3	4
8. I openly recognize and reward excellence.	1	2	3	4
9. I have a development plan in place to continue to strengthen my skills.	1	2	3	4
10. I confidently take time off without worrying about work.	1	2	3	4
11. I visibly encourage and support personal and professional development at all levels.	1	2	3	4
12. I have the support I need.	1	2	3	4
13. I am aware of my strengths, development needs, and what makes me unique as a leader.	1	2	3	4
14. I maintain an external focus through meeting with customers, staying on top of trends, and hearing from our front-line employees.	1	2	3	4
15. I am open to ideas and input from my staff.	1	2	3	4
16. I am able to sit with the unknown without needing to take immediate action.	1	2	3	4
17. I am able to make decisions and act on them.	1	2	3	4
18. I am able to look past obvious answers and “drill down deep” for less obvious issues and causes.	1	2	3	4
19. I am certain that what I do and what I say are in agreement.	1	2	3	4
20. I encourage risk taking and am able to accept the possibility of failures and setbacks.	1	2	3	4

Total Score: \_\_\_\_\_

## Scoring Key:

71-80: Congratulations! You are balancing the three faces of effective leadership. You have the opportunity to choose where to focus your attention to further develop your strengths.

51-70: You have a good understanding of how to lead an organization. Compare your ratings to the three faces and take this opportunity to focus on your clearest developmental need.

36-50: You are developing awareness of the faces of leadership that are most challenging to you. Further assess your strengths and developmental needs to allow your leadership skills to emerge.

20-35: Devote time to understanding more about becoming an effective leader. Immerse yourself in the three faces of leadership to help you to clarify which areas you must focus on first.

