

Leadership self-audit

I regularly discuss my progress on my job objectives in a constructive way with my boss Yes No

My team has a clear shared goal that they all understand Yes No

My team members have objectives that are numerically measurable and are displayed on a graph Yes No

I have asked my team members to set their own objectives on at least one area of their performance Yes No

Does everyone in my team have a challenge of some sort that they are working on? Yes No

I push my team to perform beyond their comfort zone Yes No

Is there anyone in my team who I don't thank properly every week (or more often)? No Yes

If yes: name.....

I have a positive mental attitude when problems are reported to me Yes No

Are there any jobs which I do for fun, and could delegate No Yes

If yes: which?

Once I've delegated a job I maintain grip by receiving regular (daily or weekly) reports on progress, either written or verbal Yes No

I sometimes solve people's problems for them because it's quicker/easier No Yes

I am sometimes too busy to keep my promises and to do what I said I would do No Yes

Is there anyone who works for me who I could consult more before I make my decisions? No Yes

If yes: name.....

Could I explain my decisions more to my team? No Yes

Are there any decisions that could be made by the team instead of me? No Yes

If yes: which?.....

Do I walk round and "chat" every day? Yes No

Do I have a team meeting every week? Yes No

Do I feel that I *work for* the company (as opposed to being part of it / being it) No Yes

Do I always 100% lead by example in terms of work rate, quality, conforming to systems, & supporting policy from the top Yes No

I am building up the members of my team so that they will soon be able to do everything that I do now Yes No

Some of the quieter members of the team tend to get their views overpowered by the stronger members of the team No Yes

I speak up if I don't agree and I push for improvements even if this might be a bit unpopular at times Yes No

Time Management – I write everything down Yes No

I enjoy my job Yes No


**THIS
IS YOUR
ACTION PLAN**