

THE LEADER IN YOU FRAMEWORK

Pause, Reflect, Act. Leadership is a cycle of behaviors. Starting with a Pause can help you decrease your reactivity so you can respond. But you can step into this cycle at any point.



STOP REACTING AND ASK YOURSELF:

Is what I am about to do or say in alignment with my goals?

Leadership is the willingness to influence your world and the willingness to be influenced by your world, regardless of your role or title.



- P**ossibility Mindset
What's possible in this situation?
- O**wnership and Transparency
Why does this matter to me?
- W**e-focused Goal Setting
What's our shared vision or goal?
- E**nable Action
What action can we take to move forward?
- R**evue and Refine
What's working and not working?

SELF

What am I afraid of in this situation?
What do I do when I feel that?
What would I do if I felt safe?
(And then do it!)

OTHERS

What are they afraid of in this situation?
What do they do when they feel that?
What would they do if they felt safe?
What can I do to increase their sense of safety? *(And then do it!)*

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Quick Start Guide

You can step into your power, impact, and leadership by learning to interrupt your reactivity and respond as a leader to the things that are coming at you. This Quick Start Guide provides an overview of the 3 key steps to **The Leader in You**, including some guiding questions and worksheets to help you use this approach immediately.

You can do this... start today.

1 PAUSE

The first step is the **PAUSE**. When things are coming at you, it's easy to get reactive, but leaders must be responsive. It can look like you're doing nothing but it's a very active process—inside of you. Take a sip of water, make some notes, ask for a moment to return a call.

In that moment, ask yourself:



Is what I am about to do or say in alignment with my goals?

Play with ways you can use the PAUSE:

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| Identify a situation where I know I'll need to use the Pause. |
| What can I do to help myself pause? |
| What will my new response be? |

2 REFLECT

The second step is **REFLECT**, to more deeply understand yourself and to do your best to understand the people you're leading. If you can just take that extra second or two to guess what's going on inside of them, and think about how you can help them be at their best, you will often have greater success.

Ask yourself these questions:



SELF:

What am I afraid of in this situation?

What do I do when I feel that?

What would I do if I felt safe?

(And do it!)

OTHERS:

What are they afraid of in this situation?

What do they do when they feel that?

What would they do if they felt safe?

What can I do to increase their sense of safety? (And then do it!)

Identify a situation where you need to lead, or use the situation from the previous page:

| SELF | OTHERS |
|--|--|
| What am I afraid of in this situation? | What are they afraid of in this situation? |
| What do I do when I feel that? | What do they do when they feel that? |
| What would I do if I felt safe? | What would they do if they felt safe? |
| | What can I do to increase their sense of safety? |

3 ACT with POWER

The third step is to **ACT**. Use the 5 steps of **POWER** to guide your actions:

- P**ossibility Mindset
- O**wnership and Transparency
- W**e-focused Goal Setting
- E**nable Action
- R**eview and Refine



Identify a situation where you need to lead, or use the situation from the previous page:

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|---|
| <p>Possibility Mindset: What's possible in this situation? <i>Leaders understand that there is always possibility inherent in the obstacles and challenges.</i></p> |
| <p>Ownership and Transparency: Why do I care? <i>Leaders take ownership and share why they care about the project they're working on because they know others are more likely to work with them if they have a sense of them as a person.</i></p> |
| <p>We-Focused Goal Setting: What's our shared vision or goal? <i>Leaders will always be more powerful if you work with the people you're trying to influence in creating a shared idea of success.</i></p> |
| <p>Enabling Action: What action can we take to move forward? <i>Leadership is not leadership if it's not about action. You are leading somewhere. That somewhere may be a decision to sit tight for a bit but it's an active decision about an active process.</i></p> |
| <p>Review and Refine: What's working and not working? <i>Schedule time to review together what's been successful and what needs to be done differently.</i></p> |