



# 5-MINUTE

## LEADERSHIP IMPROVEMENT PLAN

The most effective leaders are constantly seeking to improve themselves. It is easy to get complacent, especially when you're successful. But if we're not improving and expanding, we remain at status quo, or possibly even contracting. Continuous improvement takes commitment, focus, and effort.

**What can I improve that would make me a better leader for my direct reports/ teams?**

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**My direct reports say I'd be an even better supervisor if:**

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**What can I improve that would make me a better peer?**

**How can I support my coworkers to help them be more successful at their jobs?**

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**How can I be more supportive of my boss?**

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**What are some possible areas for improvement?**

Ideas may include:

- Communication
- Encouragement
- Building teams
- Budgeting
- Social Media
- Email management/clarity
- Managing expectations
- Advertising
- Branding
- Providing feedback
- Customer contact
- Marketing
- Sales
- Listening
- Industry knowledge
- Policies
- Strategic planning
- Conflict resolution

**My best means of learning is:**

- Books
- Conferences
- Articles
- Discussions
- Other \_\_\_\_\_
- Videos
- Role playing
- Youtube
- Google

**How am I going to achieve this learning?**

Over the next \_\_\_\_\_ (1,2,3) \_\_\_\_\_ (days, weeks, months) I am committed to improving/learning:

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**What activities would further my learning objectives?**

(Ex. Attend conferences, join a mastermind group, find or form a book club, explore chamber of commerce events, sign up for networking opportunities, commit to a philanthropic club).

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