

# LEADERSHIP RESET CHECKLIST

**START THE YEAR STRONG WITHOUT BURNING OUT**

**Before you begin:**

Take a deep breath. This isn't about adding more to your plate—it's about creating space for what matters most. Pick ONE area to focus on for the next 30 days.

*One reset. One shift. That's it.*

## RESET #1 YOUR PRIORITIES

### Reflection Questions:

- What did I spend the most time on last year?
- Did those activities align with my organization's mission and my role as a leader?
- What am I doing that someone else could (or should) be doing?

### Action Steps:

- Write down your top 3 leadership priorities for this year.
- Review last quarter's calendar—does your time reflect these priorities?
- Identify 1-3 tasks or commitments to "automate, dump or delegate" this quarter.

### My Top 3 Leadership Priorities:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### What I'm Letting Go:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## RESET #2 YOUR BOUNDARIES

### Reflection Questions:

- What requests did I say yes to last year that I regret?
- What patterns do I notice in how I overcommit?
- Where am I saying yes to things that don't align with my priorities?

### Action Steps:

- Identify ONE boundary you need to set this year
- Draft a script for saying "no" gracefully
- Block "protected time" on your calendar for high-impact work

### My Non-Negotiable Boundary:

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### My "No" Script:

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# RESET #3 YOUR RELATIONSHIP WITH "BUSY" AND WITH SUCCESS

## Reflection Questions:

- Am I measuring success by productivity or by impact?
- How much time am I spending on reactive tasks vs. strategic work?

## Action Steps:

- Identify one recurring task you can automate, delegate, or eliminate
- Define what success looks like for YOU this year (in your own words)
- Identify 3 indicators that you're thriving (not just busy)
- Share your definition with a trusted colleague for accountability

## What I'll Automate/Dump/Delegate:

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## My Definition of Leadership Success This Year:

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## 3 Signs I'm Thriving:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## YOUR ONE-WORD RESET

Instead of overwhelming yourself with multiple goals, choose ONE WORD to guide your decisions this year.

*My word for this year:* \_\_\_\_\_

What this word means for my leadership: \_\_\_\_\_

## 30-DAY RESET CHALLENGE

I commit to focusing on: (Circle one)

Resetting My Priorities

Resetting My Boundaries

Resetting My Relationship with "Busy" and with Success

*My first step this week:*

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*Who will hold me accountable:*

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*Check-in date* (30 days from now):

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## FINAL REFLECTION

**Progress, not perfection.**

**Focus, not frenzy.**

**Impact, not productivity.**

Sign up here for helpful resources, tips, and tricks!

