

 Leadership Checklist

INTEGRITY

This exercise gives you an opportunity to gain insight into any area of your leadership where your actions are inconsistent with your core beliefs. With recognition comes an opportunity to step back, rethink, and make corrections and choices that are in line with what you stand for. It can be tough to take an honest look at yourself. It's not the easy way, but it is the only way to great leadership.

I. Are You Doing the Right Thing?

1. Do you meet your deadlines?
 Yes No
2. Are you on time?
 Yes No
3. Do you return phone calls and e-mails promptly or have system to make sure they are returned?
 Yes No
4. Do you deal honestly and forthrightly with employee performance issues?
 Yes No
5. Do you tell higher-ups what they need to hear, rather than what they want to hear?
 Yes No
6. Do you effectively and openly communicate bad news with the knowledge that there is as much to learn from failures, mistakes, and problems as from success?
 Yes No
7. Are you willing to stick to your values and do the right thing, even in the face of losing your own job or hurting your career?
 Yes No

- 8. Is your compensation plan in line with your company's profitability?
 Yes No

- 9. Is your compensation plan fair and balanced between level of employees and executives?
 Yes No

- 10. Are you regarded as fair and honest?
 Yes No

- 11. Do you listen to, acknowledge, and value the ideas of others?
 Yes No

- 12. Do you tell the truth, even in the face of uncertain consequences?
 Yes No

If you answered no to any of these questions, it's time to examine your behaviors and bring them into line with integrity.

II. Keeping Your Word

Have you made decisions or taken actions that are contrary to what you think is right, decisions that are in conflict with your values?

Describe a decision or action that you have taken recently that is inconsistent with what you know to be right: _____

Address this and bring it back in line with what you believe is the right thing. Write it on your to-do list. Put a date beside it for when you will address and take action on it. Make this commitment visible—a reminder you can't easily avoid. Say you are sorry, rectify any wrongs that might have arisen from conduct that was out of integrity, learn your lesson, and put it behind you.

III. Telling the Truth

Write down something you are not being truthful about, or significant information you are withholding. (No one is looking—this is for you to take a look at you.)

Why you are withholding, hiding, or misstating this truth?

What are possible consequences of telling/sharing the truth?

What are possible consequences of not telling the truth, including your emotional and physical well-being, effects on key relationships, and repercussions at work?

Pick a date in the near future and commit to taking action to bring the situation back into line with integrity. Date: _____

HAVING INTEGRITY IS OFTEN EASIER SAID THAN DONE. Being true to your core beliefs, doing the right thing, and standing up for the truth, especially under pressure to waver, is a true test of your leadership character.