

# Client (case study) Leadership Habit Calendar 2015

## Application of The Leadership Habit Tool™ 90 Day Example

**Ensure you are never too far from your best thinking and your best results.** With an investment of Repetition, Reinforcement and Application, you will improve your leadership, build a LEADERSHIP HABIT...and deliver **High Impact!**

~ January 2015 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>LEGEND:</b>  <b>Priority Of The Week</b>	<b>Action taken</b>	<b>Physical Exercise- (PE-Time)</b>	<b>Weekly Outcome</b>	<b>1 New Year's Day</b>  RELAX	<b>2</b>  RELAX	<b>3</b>  RELAX
<b>4 Ease into the year by working on listening.</b>  <b>Reflect: where do I want /need to focus?</b>  <b>What impact do I want to create?</b>	<b>5</b> Examine how I think about listening, pursue high impact through listening, how/what I need to hear & my team's needs  PE-40	<b>6</b> Focus on being a better listener...not thinking about responding but about how I am listening  PE-25	<b>7</b> Staying in the moment and listening to others. Really hearing and feeling what is on their mind  PE-40	<b>8</b> Focus and practice controlling my reactions and gestures while others are talking. Listening with more than ears  PE-30	<b>9</b> Listening with focus more than on words being said. Energy, enthusiasm, passion, expression all give clues of what to expect. I've learned to control my responses and reduce interruptions.  PE-40	<b>10</b> 50 minutes invested in masterful listening!

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>11</b> Difficult employee issues, employee wants out. Some say pursuing retirement illegally. Is it up to me to determine if it's justified?	<b>12</b> Evaluate how I'm thinking about employee seeking disability retirement. Some feel it's unwarranted. What I say will influence and I have reservations	<b>13</b> People giving me their strong opinions about the sensitive issue. REFLECT... What do I want here? What's the best outcome for the majority?	<b>14</b> Cont... What does my team need to see and hear from me? What I model will influence the team. I need to model positive, productive, what will sustain upward momentum in my team. It is critical that I don't color the situation in a negative light that can't be uncolored or erased.	<b>15</b> Reflect deeply on how my thinking stimulates the action I take. The way I frame the situation dictates choices I have and the actions I may take.	<b>16</b> REFLECT on whether a battle in court is the best approach. Think bigger, higher view, leadership view.... long-term!  REMEMBER You can't take back what you say.	<b>17</b> 50 minutes invested in how I'm thinking about and framing a sensitive employee issue. What assumptions am I making, what's my perspective, am I thinking higher?  Thoughts lead to choices and ultimately action.. Am I thinking about what's best for everyone, the organization?
	PE-40	PE-25	PE-40	PE-30	PE-40	PE-30

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◀ December		~ January 2015 ~					February ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
<b>18</b> Conclusion and direction needed this week for sensitive employee issue.	<b>19</b> Reflect.. Most people believe this employee is unfairly abusing the system. The impact I (the leader) create will result from <i>my</i> thinking.	<b>20</b> I believe the needs of the team and the organization out weigh whether the retirement is justified. <b>I conclude</b> as the leader we must hold a higher view, a higher perspective.	<b>21</b> I will begin sharing our decision to allow the retirement with division chiefs and managers today. Prepare words and tone I will use. Rehearse the staunch higher aim I want to instill. There is no room for cynicism or negativity.	<b>22</b> Surprised by the energy required to deliver the message and be staunchly aiming higher, Words are one thing but authentically owning those words during delivery is another. REFLECT on how I will maintain the higher aim.	<b>23</b> I believe I am setting the right tone. Reflect on how we will begin sharing the retirement news throughout the organization. Encouraging everyone to aim higher with every effort!	<b>24</b> 50 minutes invested in concluding a sensitive employee issue and having all staff encouraged to aim higher. Delivering the conclusion and direction knowing there were no-believers was difficult and took practice.	
	PE-25	PE-44		PE-40	PE-25		

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◀ December						February ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p><b>25</b> This week allow time for aftermath comments of previous week decision. Prepare thinking, mindset, frames &amp; perspective for continued momentum</p>	<p><b>26</b> Prepare for allowing feelings and comments from last week's decision to taper off naturally among team members. Build my strength, mindset for subsequent conversations</p> <p>PE-30</p>	<p><b>27</b> Reflect how team members follow my influence and become more INTENTIONAL. My thoughts need to be intentionally directed upward, creating the energy that will stimulate momentum.</p> <p>PE-40</p>	<p><b>28</b> For me personally, I need to remember to build in STOP signs so I don't become overwhelmed, high jacked or caught in the negativity, cynicism or the rat race.</p> <p>Stop signs will allow me to engage rational over emotion.</p> <p>PE 25</p>	<p><b>29.</b> Cont..... Reflecting on and building in mechanisms to allow me to STOP in the moment and engage rational thought while everyone else is acting out emotionally.</p> <p>PE-46</p>	<p><b>30.</b> Work on and reflect how we tend to judge in one direction. Work on staying open and allow my thinking to be accessible for new, different ways of viewing situations, arguments, and opinions.</p>	<p><b>31</b></p> <p>50 minutes invested in allowing my thinking to be open. Creating Stop signs to help me stay in the moment rationally and reduce emotional influence.</p> <p>Workout 19 Days this month</p>

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◀ January		~ February 2015 ~					March ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
<b>1</b> After the events so far this year I conclude that remaining composed and rational takes practice	<b>2</b> Focus on awareness. Becoming more aware of how I am perceived, how I am communicating	<b>3</b> Study my 360 feedback/evaluations and consider what I have received	<b>4</b> Continue... Am I managing what I allow to be displayed, the verbal and non-verbal?	<b>5</b> Read sections from High Impact Leadership and REFLECT!	<b>6</b> Continue reflecting on what came up for me this week	<b>7</b> 50 min invested on beginning awareness how I communicate and how I'm perceived	
	PE-40	PE-20	PE-40	PE-25	PE-44		
<b>8</b> Staying with increasing awareness	<b>9</b> Continue awareness pay attention to my emotions, what is coming up and how I manage it.	<b>10</b> Re-read High Impact Leadership info that I condensed and highlighted earlier.	<b>11</b> Reflect on my moods. Are they inhibiting or enhancing my level of awareness?	<b>12</b> Reflect on & celebrate my efforts and success..so far.	<b>13</b> ASK are my actions predetermined? Or do I remain in a place of open-minded, flexibility?	<b>14</b> 50 minutes invested in awareness...mine!	
		PE-40			PE-40		
<b>15</b> Increase Awareness	<b>16</b> Reflect on the personal strength needed to take control of my thoughts during tense situations.	<b>17</b> Am I careful enough to pick my words, my facial expressions and my responses?	<b>18</b> How can I be more aware in the moment? Perhaps slow things down or STOP, temper emotions and connect with rational thought.	<b>19</b> Read, reflect, and check-in. Am I progressing? Am I calmer, more composed?	<b>20</b> Am I able to intercept emotions, moods and respond more rationally? Spending more time above the line, above the fray?	<b>21</b> 50 minutes invested in how I'm managing moods, emotion and becoming stronger, better.	
	PE-25		PE-43	PE-20	PE-40		

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Sun	Mon	Tue	Wed	Thu	Fri	Sat	
<b>22</b> <b>Awareness</b>	<b>23</b> Have I developed a plan for self-regulation when things get difficult?  PE-25	<b>24</b> Focus on scenarios designed to help me prepare for the hot seat.  PE-40	<b>25</b> Where do I operate from? Am I more focused on problems or solutions?  PE 20	<b>26</b> Reflect on generosity, abundance, optimism & what is possible.	<b>27</b> CONCLUSION Self-regulation gives the power back to you, the leader.  PE-40	<b>28</b> Invested 50 minutes and...I am getting better, stronger, more resilient!  Workout 15 days	

◀ February		~ March 2015 ~					April ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
<b>1</b> Working closely with the senior team to create leadership at all levels, a culture of leadership.	<b>2</b> Am I open to new people, new ideas, thought, and diversity of thought?  PE-20	<b>3</b> Reflect /act on the opportunity that comes with speaking less and letting others take initiative.  PE-44	<b>4</b> Reflect and work on facilitating rather than having all the ideas and answers.  PE-30	<b>5</b> Need to ensure when necessary I disagree but do not stifle anyone or any ideas	<b>6</b> I have the ability to heavily influence every small detail. That's why my thoughts and subsequent actions need to be enabling.  PE-40	<b>7</b> Invested 50 minutes in facilitating and enabling a culture of leadership by setting a tone of open-mindedness, flexibility, adaptive leadership from the top.	

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<p><b>8</b> Cont. leadership culture. Noticing stubbornness, old thinking &amp; assumptions heavily influencing behavior and causing tension.</p>	<p><b>9</b> I have more reason to work on staying in the moment and driving the rational, not being pulled by emotions.</p>	<p><b>10</b> Model adaptive, flexible, rational thought that is fueling my action.</p> <p>PE-30</p>	<p><b>11</b> Gradually reducing tension. In team as we work to build a culture of leadership. Opinions, motions, passion running high.</p>	<p><b>12</b> Reflect on the objective, improvement over the long-term. Keep focused and aiming higher.</p> <p>PE-35</p>	<p><b>13</b> Cannot allow myself to get down in the weeds. The leader must think like a leader. Not a team member. A higher perspective, higher aim.</p>	<p><b>14</b> Invested 50 minutes getting stronger, better and becoming an independent thinker.</p>	
<p><b>15</b> Cont. leadership culture work. As I notice how so many people are stuck, blocked and held back by their beliefs and their thinking. My resolve to think and be different is reinforced.</p>	<p><b>16</b> Recognizing the energy and effort required to be the change. Everyone wants to see change but few want to MAKE a change.</p> <p>PE-35</p>	<p><b>17</b> Feed my need for inspiration.</p> <p>Re-read High Impact Leadership highlighted sections, find and reflect on inspirational blogs, readings and quotes.</p> <p>PE-40</p>	<p><b>18</b> I'm coming to realize that just wanting to be different, above the fray is not enough to make it so. I have to work at it, practice repetition, reinforcement and application.</p> <p>PE-30</p>	<p><b>19</b> Now I understand I am not just building new habits. I am breaking old, limiting, ill-serving habits...and replacing them with newer thinking, better habits!</p> <p>PE-40</p>	<p><b>20</b> I have also figured out this is not a quick fix effort. Rather it's a long-term effort where I keep honing, sharpening, improving and arriving each day with new thinking, new actions.</p>	<p><b>21</b> Invested this 50 minutes reflecting from a higher view... thinking about what I'm thinking about. This is hugely valuable for life and leadership</p>	
<p><b>22</b> I am leading the leadership culture initiative...a BIG responsibility. I must be the one with the consummate higher perspective.</p>	<p><b>23</b> Reflect on how what I say can create anxiety and chaos OR instill composure and calm, rational action.</p> <p>PE-40</p>	<p><b>24</b> How I manage and regulate myself is key to creating sustained momentum with my team.</p> <p>PE-30</p>	<p><b>25</b> This effort is an individualized approach. No one can do this other than me. I use feedback from others to adapt what I'm practicing but it is personal.</p>	<p><b>26</b> Things I need to bring to this effort everyday includes: self-esteem, confidence, optimism, persistence and resolve. Some of these I'm building as I go.</p> <p>PE-45</p>	<p><b>27</b> I know I'm making progress because I'm more composed, calmer, anxiety is reduced in me and my team..they told me the uncertainty has not changed but they feel safer.</p> <p>PE-40</p>	<p><b>28</b></p>	

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Sun	Mon	Tue	Wed	Thu	Fri	Sat	
29	30 Relax and celebrate my progress	31 Relax and celebrate my progress	Notes:				

## Brian's tips/quotes:

Do the things no one else wants to do and live the life none else can.

Great things happen only with great enthusiasm.

People who lead themselves well are inclined to do the same for others and their organization.

Your most valuable asset is YOU!

Personal growth precedes professional growth.

If you're wondering, "what can I do, what is my niche, my place?" That is the opening to **HIGH IMPACT**. Go beyond effective and become one who consistently delivers **HIGH IMPACT**.

As I wrote in [my book](#): *Gain control over your habits of thought, your beliefs about what is and what is possible. That's the constructive zone and the true meaning of strength.*

Circumstances don't dictate our experience. What we experience is determined by our thoughts.

We live our lives thinking success will bring happiness but in reality leading a happy life brings success to us.

We think wealth will make us secure when actually that's far from reality. Internal strength and security leads to wealth.