

Leadership Mindfulness Checklist

1 – never 2 – rarely 3-sometimes 4-mostly 5-always

PRESENCE	
1. I am aware of sights, sounds and experiences going on around me	
2. I observe new things in my everyday surroundings	
3. I am curious and connected to the world around me	
4. I take pleasure in the moment of eating my favourite food	
5. I connect with others with observation, care and curiosity	
LISTENING	
6. I give people my full attention when I listen to them	
7. I listen openly without needing to give advice or to convince	
8. I am aware of minor nuances in others expressions and tone of voice	
9. When I listen to others I quiet my mind to really pay attention to them	
10. I listen for insights, learning and opportunity in and for others	
AWARENESS	
11. I enjoy time alone with my thoughts	
12. I think before I speak	
13. I am aware of my own thoughts and feelings	
14. I am aware of the impact of my mood and behaviour on others	
15. I am aware of the thoughts and feelings of others	
COMMUNICATION & LEADERSHIP	
16. I am able to hold people accountable in an empowering, respectful way	
17. I have conversations that develop other people	
18. I am able to keep conversations and meetings on track	
19. I am comfortable communicating my thoughts and feelings	
20. I can easily articulate my thoughts and feelings	
21. I have a good repertoire of solution-focused questions	
22. I can rephrase the 'headlines' in an idea succinctly	
23. I am able to express the big picture to others	
24. I am able to avoid detail, drama and problem-focus in a conversation	
SELF MANAGEMENT/ SELF LEADERSHIP	
25. I am able to manage my emotions in a way that helps myself & others	
26. I deliberately/purposefully work to be my best	
27. I stay calm under pressure	
PRESSURE/CONFLICT	
28. I am comfortable with handling conflict in a calm way to find a solution	
29. I am able to accept that conflicting parties might both be right	
30. I accept conflicting opinions as valid	
31. I don't avoid conflict or difficult conversations	
32. I engage in difficult conversations with calm and respect	

Making the most of this moment...

What did you notice as you paid attention to your thinking? It's important to simply notice your thinking, without making judgments. Don't beat yourself up!

You'll probably notice some areas in which you've grown over the past few years, perhaps some you haven't given much thought to, and some that you'd really like to pay more attention to.

What have you learned (or become more mindful of) as a result of completing this checklist?

What action do you want to take now? Perhaps one or more of the following ideas -

Take time out to think – a weekly coffee with self? 10 minutes in the garden before going to work? Journaling time?

Make a commitment to yourself and add it to your diary!

Learn more about communication and leadership – a book, a conversation? A free consult to debrief on this checklist?

[Email](#) or call me today to find out more about the Significant Shift session to clarify your thinking about what's important to you, and discover the significant shift that occurs in your brain when you get really inspired and focused!

What ever you choose to do to move forward, keep going, make good things happen

Cheering you on
Kerrie

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