UNSHAKEN RESOLVE

A FREE RESOURCE FROM RESOLVE LEADERSHIP

THE RESOLVE LEADERSHIP CHECKUP

Get clear on how you lead—and choose one action to strengthen your impact this week.

Leadership shows up in everyday behavior: what you clarify, how you listen, what you follow through on, and how you respond when pressure rises.

REFLECT / CHOOSE / ACT

15 statements • 5 leadership areas • 1 seven-day commitment

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01 / NOTICE YOUR PATTERNS

How am I showing up?

Think about the past 30 days. Rate what you actually did, using examples from work, home, or your community. Allow 10–15 minutes for the checkup.

1 Rarely **2** Occasionally **3** Sometimes **4** Often **5** Consistently

COMMUNICATION

I make expectations and next steps clear. ____

I listen without interrupting or preparing my response. ____

I check understanding instead of assuming agreement. ____

TRUST

I do what I say I will do. ____

I acknowledge mistakes and take responsibility. ____

I invite concerns and respond respectfully. ____

ACCOUNTABILITY

I agree on who owns the work and when it is due. ____

I address missed commitments promptly and respectfully. ____

I follow the same standards I ask of others. ____

DELEGATION

I clarify outcomes and decision boundaries when handing off work. ____

I give people room to act within those boundaries. ____

I coach people through decisions instead of taking the work back. ____

COMPOSURE

I pause before responding when I feel pressure. ____

I keep my words and tone respectful during disagreement. ____

I focus on the next useful action when plans change. ____

If an item does not apply, mark N/A. These are reflection prompts, not a validated diagnostic assessment or a measure of your worth as a leader.

02 / FIND THE NEXT OPPORTUNITY

Turn reflection into clarity

For each area, add your ratings and divide by the number of items you rated. Exclude N/A items; leave an area blank if none apply. Use the averages to notice patterns, not to label yourself.

Communication	Total ____ / Items rated ____ = Average ____
Trust	Total ____ / Items rated ____ = Average ____
Accountability	Total ____ / Items rated ____ = Average ____
Delegation	Total ____ / Items rated ____ = Average ____
Composure	Total ____ / Items rated ____ = Average ____

A higher average suggests a behavior you report practicing more often. A lower average suggests a place to explore. Do not combine these into an overall leadership grade.

Which area is a strength? What recent example supports that?

Which area needs attention? What is the effect on other people?

Ask: “What is one thing I could do more consistently?”

Choose one priority based on its impact—not simply the lowest average.

03 / MAKE ONE CHANGE

Your seven-day commitment

Choose one behavior you can practice in a real situation this week. Keep it small enough to repeat and specific enough for someone else to notice.

Example: At the end of each team meeting, I will confirm the owner, deadline, and next check-in for every agreed action. I will record whether I did it.

My priority area and the behavior I will practice:

When and where will I practice it? What will remind me?

What will I track? Who will give me honest feedback?

DAILY CHECK-IN

Mark: D = did it, M = missed it, N = no opportunity.

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
☐	☐	☐	☐	☐	☐	☐

Day 7 review: What changed? What will I repeat or adjust?

04 / KEEP MOVING

Lead with intention

One week will not change every leadership habit. It can give you a clearer view of your impact and a useful place to begin. Repeat this checkup in 30 days and compare specific examples—not just ratings.

YOUR NEXT CONVERSATION

Share your commitment with someone affected by your leadership. Ask: “What would progress look like to you?” Listen, agree on one observable change, and set a date to check back.

> “Pressure does not create character; it reveals it.”
> MICHAEL PAYNE | UNSHAKEN RESOLVE

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www.unshakenresolve.com