

# Personal Leadership Charter

## QUICK LOOK

A simple approach to defining the leader you want to be and keeping yourself accountable to that vision.

## Summary

As a leader, it's easy to be swayed by the many management trends that come and go. Without our feet planted on something more solid, our leadership style can become sporadic and unfocused.

The Personal Leadership Charter will help you identify who you want to be in the midst of all the competing voices out there. Use this guide to intentionally reflect on how you want to lead and be experienced by the people you are responsible for.

## Key Actions



**1. Reflect on the best leaders and managers you've had throughout your work history. What did they do that set them apart?**



**2. Record your answers to the following questions somewhere you can easily find and review them. Use your reflection above as inspiration.**

- What do I want for the people I am responsible for?
- How do I want to be experienced by the people I manage?
- How would I define the leader that I want to be?
- What values or principles are most important to how I want to lead?



**3. Share your charter with others. Let your team gain insight into your values and your approach to management.**



**4. Review your charter on a regular basis, or before important or difficult conversations.**



**5. Check yourself. When something goes wrong, ask yourself, *Did my actions align with my Charter?* If not, pause, own it, and reset.**



**6. Celebrate alignment. Notice and affirm when your actions do match your charter. This reinforces the leader you're striving to be.**



**7. Refine your charter regularly. As you grow with intention, revisit and update your charter to ensure it reflects the leader you want to be.**





## Tips

- Review and modify your leadership charter on a routine basis (at least quarterly).
- Make sure you store your charter where you can easily find it.
- Keep your answers concise and easy to remember.
- Be honest with yourself as you complete your charter, so your answers truly reflect how you want to operate as a manager.

