



ANNUAL LEADERSHIP CALIBRATION

Taking stock of your performance over the course of a year is a healthy way to gauge progress and chart a course for continued improvement. At least once a year, take time to evaluate the past year with clear unfiltered vision. Celebrate progress and look critically at areas where you could have performed more impactfully. This annual calibration exercise ensures that you are proactively managing your progress and you're not letting circumstance dictate your success. Honest self-reflection is the key to building your leadership competency.

LOOKING BACK - SELF REFLECTION

1. Building your team
2. Awareness of blind spots
3. Coaching & mentoring
4. Relationship development / networking
5. Impact on company outcomes (strategic impact)
6. Understanding our market / customers
7. Effectiveness when dealing with challenges
8. Understanding how others view your leadership impact

LOOKING FORWARD – CHARTING YOUR PATH

1. Job satisfaction – what adjustments should you make?
2. Team development – do you have the right people in the right roles?
3. Knowledge – Identify where to expand your expertise and develop goals for the new year.
4. Macro issues – Are you in the right industry, right role, right company?
5. Relationships – Which need enhancing or strengthening both inside and outside the company

FOCUS ON YOUR BRAND

1. **Resume** - Update your resume – add key accomplishments, expanded roles, volunteer experience, etc.
2. **Bio** - Update your bio with key headlines that underscore your talents and accomplishments as a leader.
3. **LinkedIn** - Take stock of your LinkedIn profile and update it.
4. **Network** - Identify networking goals for the upcoming year (connections, conferences, companies, customers, etc.).
5. **Writing** – Share your knowledge - plan your roadmap for article.