

Leadership Effectiveness Checklist

A Practical Self-Assessment for Leaders Who Want to Build High-Performing Teams

This checklist helps you assess your leadership effectiveness across nine key areas. Work through each section honestly, checking the boxes where you're strong and noting areas for improvement. Regular self-assessment is the foundation of continuous leadership growth.

1. Expectations & Roles: Clarity Drives Performance

- ☐ My expectations are crystal clear for every team member
- ☐ Each person has a clear, updated job description
- ☐ My team can articulate our goals and vision without prompting
- ☐ Everyone understands their specific role in achieving team goals

2. Motivation & Strengths: Leading to What Drives Them

- ☐ I know what motivates each person on my team individually
- ☐ I leverage team strengths and assign work accordingly
- ☐ I tailor my leadership approach to each person's drivers and preferences

3. Communication: The Foundation of Trust

- ☐ I communicate frequently and consistently with my team
- ☐ I understand each team member's communication style and adapt to it
- ☐ I create space for two-way dialogue, not just top-down directives

4. Accountability & Growth: Raising the Bar Together

- ☐ I have a clear, consistent accountability process
- ☐ I regularly review and adjust goals based on performance and feedback
- ☐ Every person on my team is actively growing in their capacity
- ☐ Each employee has specific goals and a clear path to achieve them
- ☐ I hold people accountable fairly and follow through on commitments

5. Recognition & Feedback: Fuel for High Performance

- ☐ I regularly acknowledge and celebrate team and individual achievements

- ☐ I provide constructive, specific feedback to help people grow
- ☐ My feedback is timely, honest, and focused on behavior and impact

6. Support & Resources: Setting Teams Up for Success

- ☐ My team has the tools, budget, and resources needed to succeed
- ☐ I actively work to build and maintain employee engagement
- ☐ I foster a collaborative, inclusive environment where everyone belongs

7. Delegation: Multiplying Your Impact

- ☐ I delegate effectively with clear instructions and expectations
- ☐ I assign tasks to the right people based on their strengths and capacity
- ☐ I give people authority to match their responsibility

8. Professional Development: Growing Future Leaders

- ☐ I encourage continuous learning and provide growth opportunities
- ☐ I offer training and skill development resources
- ☐ I actively mentor and coach team members for future leadership roles

9. Self-Reflection & Leadership: Walking the Talk

- ☐ I can honestly say I am a true leader for my team, not just a manager
- ☐ I actively build and develop my team's capabilities
- ☐ I lead by example and demonstrate the behaviors I expect from others

Next Steps: Review your unchecked items and choose 1-2 areas to focus on this month. Leadership improvement happens incrementally. Pick one thing, do it consistently, then move to the next. Revisit this checklist quarterly to track your growth.