

Date: \_\_\_\_\_

# 10 Habits of a High-Impact Leaders Mindset

A quick-reference checklist for building consistency, influence, and momentum.

## Clarify Daily Priorities

- Identify the must-win outcome for the day.
- Align tasks with long-term goals, not just urgent requests.

## Communicate with Intent

- Choose the right channel for the message (email, meeting, quick chat).
- Pause before responding to ensure clarity and impact.

## Protect Deep-Work Time

- Set "focus hours" and guard them like meetings.
- Silence notifications and minimize context switching.

## Lead with Curiosity

- Ask open-ended questions that encourage insight.
- Seek to understand before offering your own solution.

## Develop People Consistently

- Provide timely feedback, positive and constructive.
- Delegate stretch tasks to build capability and confidence.

## Decide Quickly with Data

- Review only the metrics that actually influence outcomes.
- Act decisively once you have enough information.

## Model Accountability

- Share both successes and mistakes openly.
- Follow through on commitments. No exceptions.

## Build Trust Through Transparency

- Identify aspects of performance that require enhancement.
- Develop a strategic plan to address deficiencies.

## Optimize Systems, Not Just Tasks

- Document processes to reduce confusion or rework.
- Automate or streamline repetitive workflows.

## Reflect Weekly

- Review wins, bottlenecks, and lessons learned.
- Adjust next week's priorities based on insights gained.

Notes