



# Leadership Behavior Worksheet



**Objective (s):** To pinpoint actual leadership behavior and to set behavior goals

**Activity Description:**

- As it pertains to LEADERSHIP, think about what YOU actually do on a daily basis.
- The central question is this:
  - Is your leadership behavior out of sync with the way that you feel an effective leader should be spending his or her energy?

Think about your daily interaction with the people who you lead. Generally speaking, determine the actual behaviors that define that interaction. Using the list of behaviors below, determine the amount of time (in percentages) that you generally spend on each behavior. Then in the second column, determine what you feel would be ideal distribution of time (in percentages).

Behavior	Percentage of time spent on each behavior	Ideally the percentage of time you would devote to each behavior
Informing		
Directing		
Clarifying or Justifying		
Persuading		
Collaborating		
Brainstorming or Envisioning		
Reflecting (Quiet Time for Thinking)		
Observing		
Disciplining		
Resolving interpersonal conflicts		
Praising and/or encouraging		

**Follow Up Questions**

1. Is there a gap between how you **should** spend your energy & how you **actually** spend it?
2. Are there some behaviors that are taking up too much of your leadership time? **Why?**
3. Are there some strategies that you can employ that would move you closer to your **ideal** distribution of behavior?

**Added thoughts or considerations:** Since this activity helps **YOU** see what **YOU** are actually doing, it helps translate leadership theory into real behavior. Once your able to review your chart it should become easier for you to design strategies to align your leadership behavior.

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