

DAILY LEADERSHIP COMPASS

Focusing Your Presence

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Start with a Plan: Before opening your inbox, take two minutes to identify your top 1-2 priorities for the day. This grounds your work in your goals, not in the demands of others.

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Practice Active Listening: In every key conversation, whether with a teacher, a student, or a parent, focus solely on what they are saying. Avoid planning your response.

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Observe with Intent: Spend five minutes a day observing a classroom, a hallway, or a staff meeting. Focus on what you see and hear, without judgment, to gain a clear picture of school culture.

Building Your Team

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Acknowledge Progress: Genuinely recognize a small win or effort from a staff member. This builds a culture of appreciation and reinforces positive behavior.

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Connect with Purpose: Have a brief, non-work-related conversation with a different staff member each day. This builds trust and strengthens relationships beyond transactional interactions.

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Model Learning: Share a professional challenge you're currently working through and what you're learning from it. This shows vulnerability and models a growth mindset.

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Make One Intentional Connection: Instead of reacting to who walks in your door, choose one person (a teacher, student, or parent) to intentionally check in with every day. This moves you from being a reactive problem-solver to a proactive relationship-builder.

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Delegate with Trust: Identify one task you've been holding onto and empower someone else on your team to own it. This action demonstrates that you trust your team's capability and allows you to focus on your highest-leverage work.

Cultivating Your Growth

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Check Your Why: Before committing to a new initiative, ask yourself: "Does this action align with the leader I want to **be**?"

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Embrace a Challenge: Intentionally take on one task this week that requires you to step outside your comfort zone, whether it's delegating a familiar task or tackling a difficult conversation.

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Reflect on Your Impact: At the end of the day, spend three minutes reflecting not on what you **did**, but on the impact you **had**.

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Seek Out a Different Perspective: Find someone who holds a different viewpoint on a school-wide issue and genuinely ask them to share their thinking. This habit of seeking understanding, not just agreement, is a core trait of an effective leader.