

JumpCoach's Nine Jobs of a Leader

This checklist represents how most great leaders accomplish the four overarching goals. Use it to assess yourself and your team and identify areas to focus your energy and growth. If you can't check off an item, ask yourself what you could do to make these happen. Again, you're smart and you likely have the skills and the know-how, you just need to take action and make it happen.

Nine Jobs

Become a Coach <ul style="list-style-type: none"> <input type="checkbox"/> I accept that my role as a leader is to help team members make their best contribution, not to be a functional expert <input type="checkbox"/> I empower and encourage team members to make decisions appropriate to their level <input type="checkbox"/> I let my team do most of the talking 	Remove Obstacles <ul style="list-style-type: none"> <input type="checkbox"/> I provide needed decisions, prioritization, and clarity on a timely basis <input type="checkbox"/> I maintain a roadmap at least twice as far out as our active projects <input type="checkbox"/> I meet regularly with others in my organization to learn about and guide future work, and to resolve issues holding back my team 	Build Relationships <ul style="list-style-type: none"> <input type="checkbox"/> I have healthy relationships with key internal and external stakeholders <input type="checkbox"/> I actively seek out opportunities to meet new people <input type="checkbox"/> I help people with no expectation of something in return
Become a Strategic Learner <ul style="list-style-type: none"> <input type="checkbox"/> I have a growth mindset and seek to improve <input type="checkbox"/> I have goals and a plan for my own learning and development <input type="checkbox"/> I dedicate learning time each month appropriate to my long-term goals 	Create Alignment <ul style="list-style-type: none"> <input type="checkbox"/> My team knows the organization's mission, BHAG™, and 12-month goals <input type="checkbox"/> My team knows how its projects support the broader organizational goals and can define success <input type="checkbox"/> My team knows the appropriate levels of quality, cost, time, and scope for its projects 	Challenge the Team <ul style="list-style-type: none"> <input type="checkbox"/> My team is proactive and has an ownership mentality <input type="checkbox"/> My team has created and shared clear standards for how it works <input type="checkbox"/> My team suggests improvements that are regularly implemented
Nurture a Healthy Culture <ul style="list-style-type: none"> <input type="checkbox"/> My team has agreed-upon values and a code of conduct that are appropriate for the work of the team and organization <input type="checkbox"/> My team regularly reviews our established code of conduct and celebrates each other for good behavior <input type="checkbox"/> My team members have a growth plan 	Assemble the Right Team <ul style="list-style-type: none"> <input type="checkbox"/> My team hires for cultural fit and intrinsic motivation as much as functional skills <input type="checkbox"/> My team has a hiring process that reflects who we are and doesn't create artificial barriers <input type="checkbox"/> My team re-hires at regular intervals 	Create Accountability <ul style="list-style-type: none"> <input type="checkbox"/> My team has a growth mindset and seeks to improve <input type="checkbox"/> My team has feedback loops between themselves, myself, our stakeholders and customers <input type="checkbox"/> My team members are comfortable challenging each other and have healthy debates