

JumpCoach's Four Goals of a Leader

Becoming a great leader starts with knowing the game you're playing, the rules of the game, and how points are scored. This aspirational checklist helps you do that.

It will help you achieve great results and have confidence that you're doing the right things. Most leaders will never be able to check every box. The goal isn't perfection or completion. It's awareness.

Think of this checklist as the map and compass for your epic, lifelong journey in leadership. It represents everything you could see, do, or explore, but you may never see it all.

The good news is you're smart and you already have the skills to make improvements in many of these areas. You just need to get started. Then, review this checklist as part of your monthly and quarterly planning rituals. It will help you identify areas of growth and allow you to track your progress over time.

Four Goals

Get Results

- Sets and meets the right objectives as measured through OKRs or KPIs
- Makes good decisions in a timely manner
- Balanced effort on the team

Engaged Team

- Measured satisfaction through an Employee NPS survey or other regular surveys
- Higher than average employee retention
- Open communication and self-accountability

Enthusiastic Customers

- Measured satisfaction through sales data, NPS survey or other regular surveys
- Customers seek out my input and guidance
- Regularly receive referrals

Create More Leaders

- Few surprises and crises bubble to my level
- Team remains effective in my absence
- Trainable management processes and good leadership bench

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 find 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 act and make it happen.

Nine Jobs

<p>Become a Coach</p> <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 	<p>Remove Obstacles</p> <ul style="list-style-type: none"> <input type="checkbox"/> My team receives 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 	<p>Build Relationships</p> <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
<p>Become a Strategic Learner</p> <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 	<p>Create Alignment</p> <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 	<p>Challenge the Team</p> <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
<p>Nurture a Healthy Culture</p> <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 	<p>Assemble the Right Team</p> <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 	<p>Create Accountability</p> <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