

LEADERSHIP INVENTORY

Please complete the following inventory of your leadership skills. There are fifty questions. Circle the number that best represents how you behave on a scale of 1 to 10 (1=never and 10=always). There are no right or wrong answers. Please be candid in your assessment.

When you have finished the inventory, review your answers. Where are your leadership skills strong? What areas could you improve? You can keep your answers private, or you can discuss them with a friend or mentor.

Section I: Mission and Values

1. I have a clear sense of my purpose and mission in life.

| | | | | | | | | | | |
|--------------|---|---|---|---|---|---|---|---|----|---------------|
| <i>Never</i> | | | | | | | | | | <i>Always</i> |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |

2. I have identified the character traits and personal values that are most important to me.

| | | | | | | | | | | |
|--------------|---|---|---|---|---|---|---|---|----|---------------|
| <i>Never</i> | | | | | | | | | | <i>Always</i> |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |

3. I work to embody those character traits and demonstrate those personal values in everyday life.

| | | | | | | | | | | |
|--------------|---|---|---|---|---|---|---|---|----|---------------|
| <i>Never</i> | | | | | | | | | | <i>Always</i> |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |

4. I have clear goals: personal, professional, organizational, spiritual.

| | | | | | | | | | | |
|--------------|---|---|---|---|---|---|---|---|----|---------------|
| <i>Never</i> | | | | | | | | | | <i>Always</i> |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |

5. I have written down my goals, set a timeframe for each goal, and outlined the necessary steps to achieve them.

| | | | | | | | | | | |
|--------------|---|---|---|---|---|---|---|---|----|---------------|
| <i>Never</i> | | | | | | | | | | <i>Always</i> |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |

Section II: Personal Mastery Skills

6. I conduct all aspects of my life with integrity.

| | | | | | | | | | | |
|--------------|---|---|---|---|---|---|---|---|----|---------------|
| <i>Never</i> | | | | | | | | | | <i>Always</i> |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |

7. I learn from my mistakes.

| | | | | | | | | | | |
|--------------|---|---|---|---|---|---|---|---|----|---------------|
| <i>Never</i> | | | | | | | | | | <i>Always</i> |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |

8. I naturally see possibilities of successful outcomes.

| | | | | | | | | | | |
|--------------|---|---|---|---|---|---|---|---|----|---------------|
| <i>Never</i> | | | | | | | | | | <i>Always</i> |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |

9. I have a positive attitude and believe that I, and others, can accomplish our goals.

| | | | | | | | | | | |
|--------------|---|---|---|---|---|---|---|---|----|---------------|
| <i>Never</i> | | | | | | | | | | <i>Always</i> |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |

10. I continually work towards and achieve results.

| | | | | | | | | | | |
|--------------|---|---|---|---|---|---|---|---|----|---------------|
| <i>Never</i> | | | | | | | | | | <i>Always</i> |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |

11. I continually look for ways to do things better.

Never *Always*
1 2 3 4 5 6 7 8 9 10

12. I am clear, focused and consistent in what I set out to do.

Never *Always*
1 2 3 4 5 6 7 8 9 10

13. I am comfortable acknowledging my own mistakes and apologizing when I have hurt others.

Never *Always*
1 2 3 4 5 6 7 8 9 10

14. I respond and adapt flexibly to changing circumstances.

Never *Always*
1 2 3 4 5 6 7 8 9 10

15. I maintain balance, clarity and poise in difficult situations.

Never *Always*
1 2 3 4 5 6 7 8 9 10

16. I face and resolve problems promptly and effectively, rather than letting them build.

Never *Always*
1 2 3 4 5 6 7 8 9 10

17. I exercise good, sound judgment in making decisions.

Never *Always*
1 2 3 4 5 6 7 8 9 10

18. I manage my time well, displaying good judgment in establishing personal priorities.

Never *Always*
1 2 3 4 5 6 7 8 9 10

19. I am positive and encouraging of other people.

Never *Always*
1 2 3 4 5 6 7 8 9 10

Section III. Communication Skills

20. I am authentic – I share my thoughts, opinions and feelings openly and honestly.

Never *Always*
1 2 3 4 5 6 7 8 9 10

21. I communicate clearly and directly, in a manner that is easy for others to hear and understand.

Never *Always*
1 2 3 4 5 6 7 8 9 10

22. I am effective in enrolling positive support from others for my ideas and initiatives.

Never *Always*
1 2 3 4 5 6 7 8 9 10

23. I am a persuasive, articulate and inspiring speaker.

Never *Always*
1 2 3 4 5 6 7 8 9 10

24. People tend to come to me for guidance, input or support because their interactions with me are usually helpful.

Never *Always*

1 2 3 4 5 6 7 8 9 10

25. I listen carefully and attentively. People tell me I understand them.

Never *Always*
1 2 3 4 5 6 7 8 9 10

26. I accurately understand the perspectives and feelings of others.

Never *Always*
1 2 3 4 5 6 7 8 9 10

27. I actively solicit and respectfully consider the opinions and input of others, even when I may disagree.

Never *Always*
1 2 3 4 5 6 7 8 9 10

28. I am effective in providing timely and helpful feedback

Never *Always*
1 2 3 4 5 6 7 8 9 10

29. I am approachable and am not defensive when others give me feedback.

Never *Always*
1 2 3 4 5 6 7 8 9 10

30. I deal directly and skillfully with potentially difficult interpersonal situations, such as disagreements and hurt feelings.

Never *Always*
1 2 3 4 5 6 7 8 9 10

IV. Team Skills

31. I put the success of the team before my own personal agendas.

Never *Always*
1 2 3 4 5 6 7 8 9 10

32. I am a highly constructive force in group meetings.

Never *Always*
1 2 3 4 5 6 7 8 9 10

33. I understand the needs and priorities of others, and act in ways that support others in accomplishing their tasks.

Never *Always*
1 2 3 4 5 6 7 8 9 10

34. I appreciate and acknowledge the contributions of others.

Never *Always*
1 2 3 4 5 6 7 8 9 10

35. I am accountable: I do what I say I will do by the time I say I will do it.

Never *Always*
1 2 3 4 5 6 7 8 9 10

36. I support others in taking responsibility for their own needs and limits.

Never *Always*
1 2 3 4 5 6 7 8 9 10

37. I help challenge our group to set and hold a high standard for performance.

Never *Always*

1 2 3 4 5 6 7 8 9 10

38. I help keep us focused on what is most important for our shared success.

Never *Always*
1 2 3 4 5 6 7 8 9 10

39. I inspire others with my positive energy and attitude.

Never *Always*
1 2 3 4 5 6 7 8 9 10

40. I create and foster a climate of open and honest communication.

Never *Always*
1 2 3 4 5 6 7 8 9 10

Section V: Organizational Skills

41. I persuasively and effectively communicate the purpose and mission of my organization.

Never *Always*
1 2 3 4 5 6 7 8 9 10

42. I maintain a larger perspective of what is best for the whole group.

Never *Always*
1 2 3 4 5 6 7 8 9 10

43. I am effective in creating partnerships and alliances that move the work forward.

Never *Always*
1 2 3 4 5 6 7 8 9 10

44. My actions are based on a useful understanding of organizational dynamics.

Never *Always*
1 2 3 4 5 6 7 8 9 10

45. I play a strong and useful role in defining innovative and effective strategies.

Never *Always*
1 2 3 4 5 6 7 8 9 10

46. I play a strong and useful role in developing clear and effective plans and programs.

Never *Always*
1 2 3 4 5 6 7 8 9 10

47. I play a strong and useful role in establishing and maintaining accountability for performance standards within my organization.

Never *Always*
1 2 3 4 5 6 7 8 9 10

48. I have an informed and useful understanding of finances, and the financial implications of my actions and choices.

Never *Always*
1 2 3 4 5 6 7 8 9 10

49. What is my greatest strength as a leader? Why?

50. What is my greatest weakness as a leader? Why?