

Tools for Conducting the Personal Daily Progress Assessment and Audit of Your Professional Learning, Leadership Behavior and Personal Influence

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Personal Daily Incremental Learning Audit

1. What's the most important thing you learned?
2. What's the most interesting thing you learned?
3. What do you know now that you didn't know at the beginning of the day?
4. What questions were raised today for which you need to find answers or deeper questions?
5. What was the most useful thing I learned today?
6. What will you do differently tomorrow and in your life based on what you learned today?

Personal Daily Incremental Leadership Behavior Audit

1. What did I learn today that might help others?
2. What did others learn from me today?
3. What less than essential tasks or burdens did I shed today to work on things that truly mattered?
4. What will others remember from my interactions with them today?
5. What did I see today that will be used and quoted tomorrow?

Personal Daily influence Increase and Success Achievement Assessment

1. Do people quote you when you are gone?
2. Do people quote you when you are in the room?
3. Do people tell your stories quoting you?
4. Do people tell your stories as their own?
5. Do leaders and others call you and ask important questions?
6. Do leaders ask others if you have seen the information others are asking leadership to approve?
7. Do they hold up meetings until you get there?