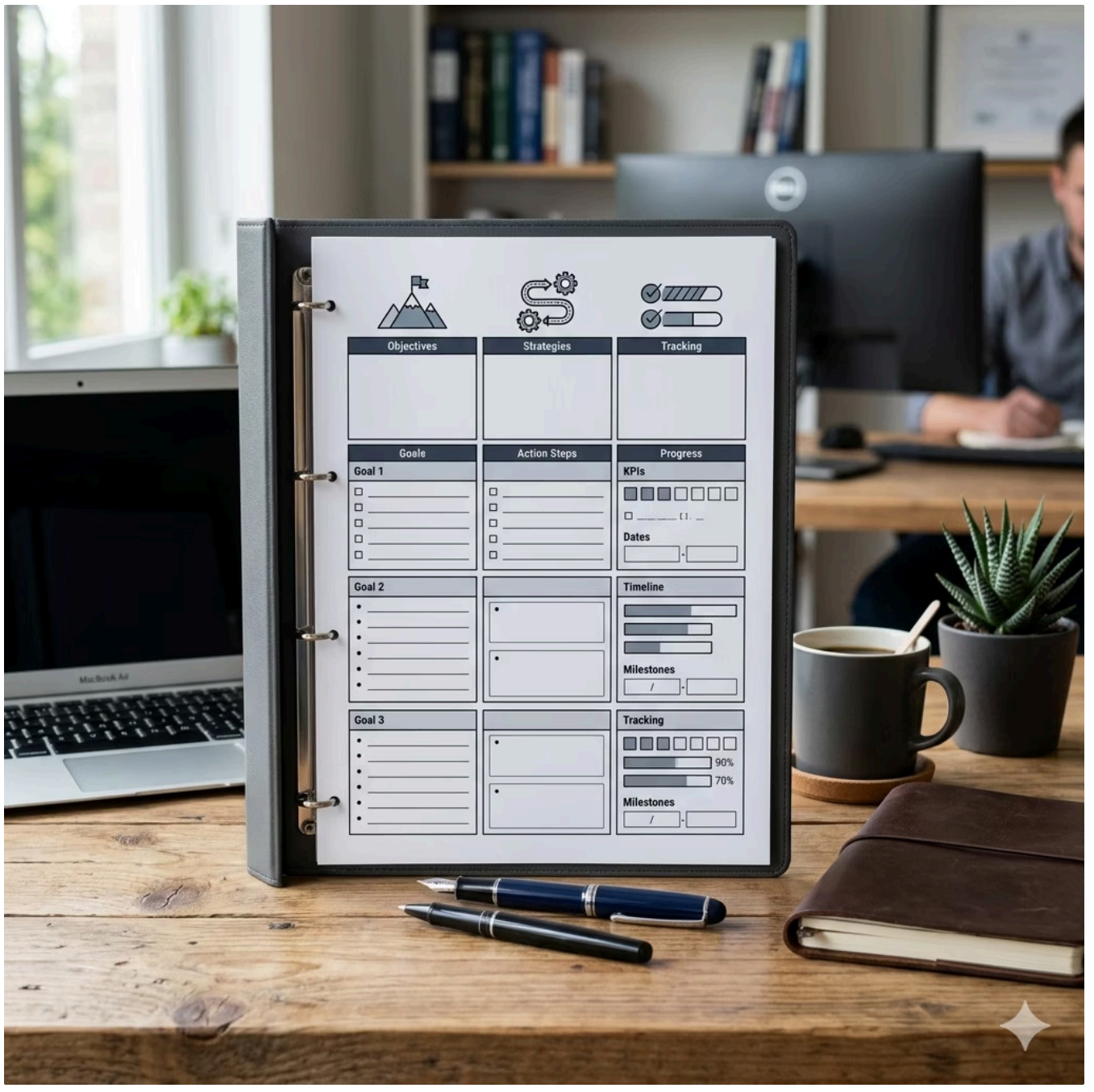
Leadership Goal-Setting Worksheet

A practical, structured guide for working professionals who are ready to lead with intention — not just ambition. Whether you are a first-time manager, a seasoned consultant, or a professional in career transition, this worksheet helps you define, plan, and execute leadership goals that are grounded in reality and built for growth.



INTRODUCTION

Why Leadership Goal-Setting Matters Now

This worksheet is designed to close that gap. It gives you a repeatable framework to identify where you are, define where you want to be, and map the specific actions that will take you there — across communication, influence, decision-making, team development, and strategic thinking.



The Problem This Solves

- Vague goals like "improve communication" that never become actions
- Leadership development plans that sit in a drawer, unused
- Reactive leadership driven by urgency, not intention
- No clear measure of whether you are actually growing

What You Will Walk Away With

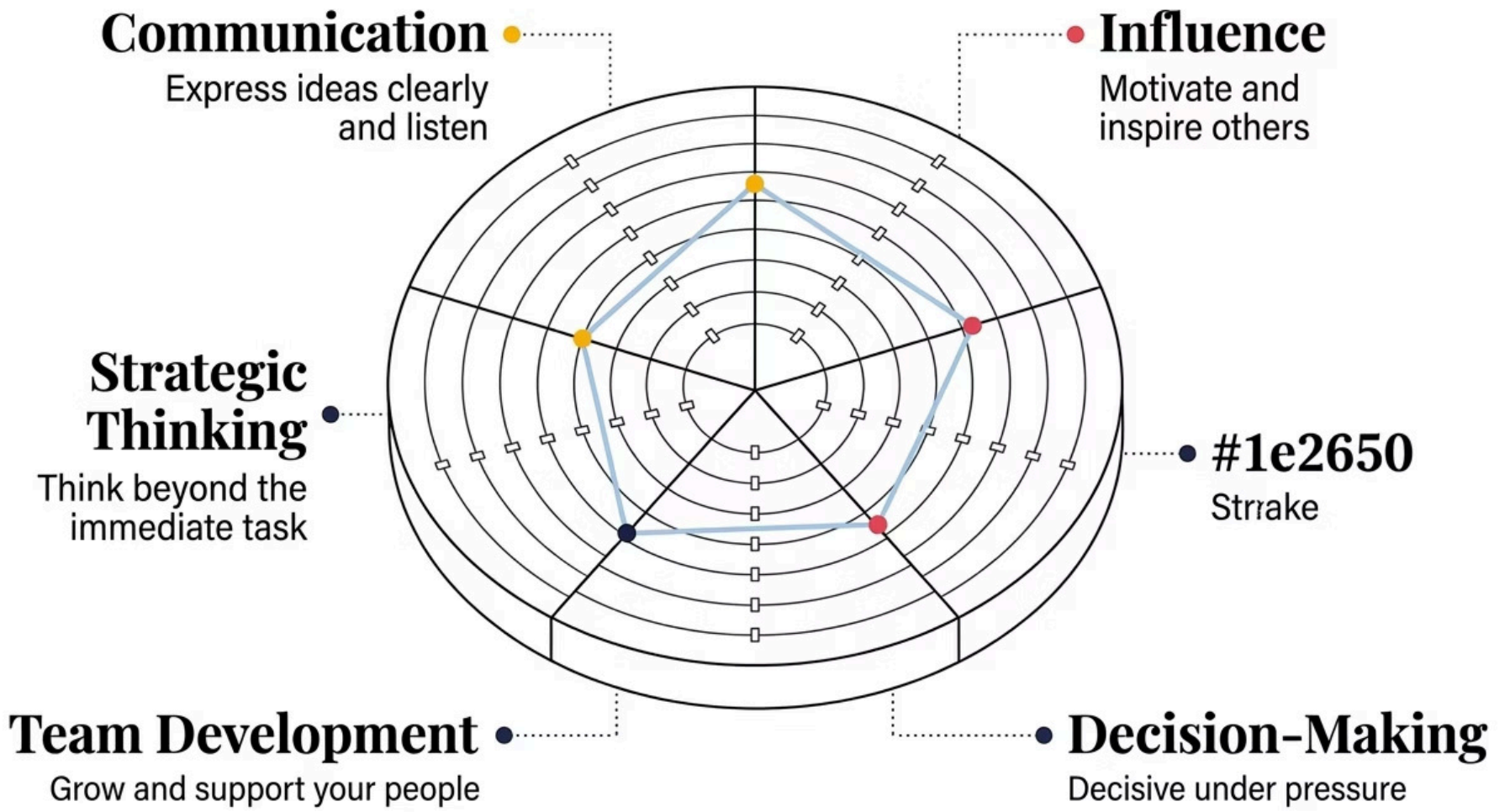
- A personalised leadership goal mapped to a 90-day horizon
- Clear milestones with accountability checkpoints
- Identified skills to build and habits to break
- A reflection practice that compounds your growth over time

This is not a theoretical exercise. Every section of this worksheet asks you to apply concepts directly to your real role, your real team, and your real challenges. Set aside 45–60 minutes for your first pass, then return to it monthly as a living reference document.

STEP 1

Know Where You Stand — The Leadership Baseline

Before you can set a meaningful leadership goal, you need an honest, grounded picture of where you are today. This is not about self-criticism — it is about self-awareness. The most effective leaders are those who can accurately assess their current capabilities without defensiveness or false modesty. This step asks you to evaluate yourself across five core leadership dimensions.



Rate yourself honestly on each dimension from 1 (just starting out) to 5 (consistently strong). Do not aim for 5s across the board — that is neither realistic nor useful. Look for the dimension where a one-point improvement would have the greatest positive impact on your role right now. That is your leadership leverage point.

> **Reflection Prompt:** "If my team were to describe my leadership style in three words today, what would those words be? Are those the words I want them to use?"

STEP 2

Define Your Leadership Goal — With Precision

Most leadership goals fail not because they are too ambitious, but because they are too vague. "Be a better communicator" is not a goal — it is a wish. A well-structured leadership goal has a specific outcome, a defined time horizon, a measurable indicator, and a clear connection to your current context. This step walks you through the LEAD Goal Framework — a four-part structure designed specifically for leadership development goals.

1

L — Linked to Impact

Your goal must connect to a real outcome for your team, your organisation, or your career. Ask: "If I achieve this, what specifically changes or improves?" Goals without a linked impact are hobbies, not leadership development.

2

E — Evidence-Based

Define what evidence will tell you that you have achieved this goal. Evidence can be behavioural (your team gives you feedback), structural (a new process you have built), or measurable (a metric that shifts). Vague goals produce vague evidence.

3

A — Anchored in Time

Assign a specific 30-, 60-, or 90-day horizon to your goal. Leadership goals that have no deadline live in the permanent future. The 90-day window is the gold standard — long enough to make real change, short enough to stay urgent.

4

D — Development-Oriented

Ensure the goal stretches you beyond your current comfort zone. If you can already do it consistently and easily, it is maintenance — not development. A great leadership goal should feel slightly uncomfortable to write down.

Example: Weak goal: "Improve my communication." Strong LEAD goal: "By the end of Q3, I will run weekly team check-ins that consistently receive positive feedback from at least 80% of my team, evidenced by a monthly pulse survey — improving psychological safety scores by one point."

STEP 3

Map Your 90-Day Action Plan

A leadership goal without a structured action plan is simply an intention. This step converts your LEAD goal into a concrete 90-day roadmap with phased milestones, weekly habits, and clear accountability markers. Breaking the 90 days into three phases — Awareness, Application, and Mastery — helps you build momentum progressively rather than attempting everything at once.



Days 1–30: Awareness

Observe, listen, and gather baseline data. Identify your current patterns and triggers. Begin reading or training on the skill. Have one honest conversation about your leadership with a mentor or trusted colleague.

Days 31–60: Application

Begin practising the new behaviour deliberately in low-stakes situations. Build in weekly reflection (10 minutes every Friday). Seek one piece of specific feedback per week. Adjust your approach based on what you observe.

Days 61–90: Mastery

Apply the behaviour consistently under pressure, not just when it is easy. Measure against the evidence criteria you set in Step 2. Prepare a brief reflection on what changed and what your next 90-day goal will be.

For each phase, identify the single most important weekly habit that will drive progress. Habits should be small, specific, and calendar-blocked — for example, "Every Monday at 9 AM, I will review my leadership goal and identify one application opportunity for the week." The magic of this framework is in the consistency, not the complexity.

STEP 4

Identify Your Enablers and Obstacles

Every leadership goal exists inside a real-world context — with competing demands, organisational dynamics, personal constraints, and environmental pressures. Acknowledging these factors upfront is not pessimism; it is strategic realism. Leaders who anticipate their obstacles are three times more likely to follow through on their development goals than those who ignore them. This step uses a simple Force Field Analysis to map what is working for you and what is working against you.



✅ Enablers — Forces That Help You

- A supportive manager or mentor who can give feedback
- A team that is open to new leadership approaches
- An upcoming project that is a natural practice ground
- A clear performance review cycle tied to leadership growth
- Access to coaching, training, or peer learning communities

⚠️ Obstacles — Forces That Work Against You

- A high-pressure environment that rewards task output over people development
- Limited time or calendar bandwidth for reflection
- A lack of psychological safety to experiment with new behaviours
- Imposter syndrome or fear of being judged while learning
- No accountability partner or feedback loop in place

Once you have mapped your enablers and obstacles, your task is to do two things: activate your top two enablers deliberately (e.g., book that mentor conversation now), and create a specific mitigation plan for your top obstacle (e.g., if time is your obstacle, block 15 minutes in your calendar today). Do not attempt to resolve every obstacle — focus on the one that, if left unaddressed, would most likely cause you to abandon this goal by Day 30.

ACTION ELEMENT

The Leadership Goal Worksheet — Fill-In Template

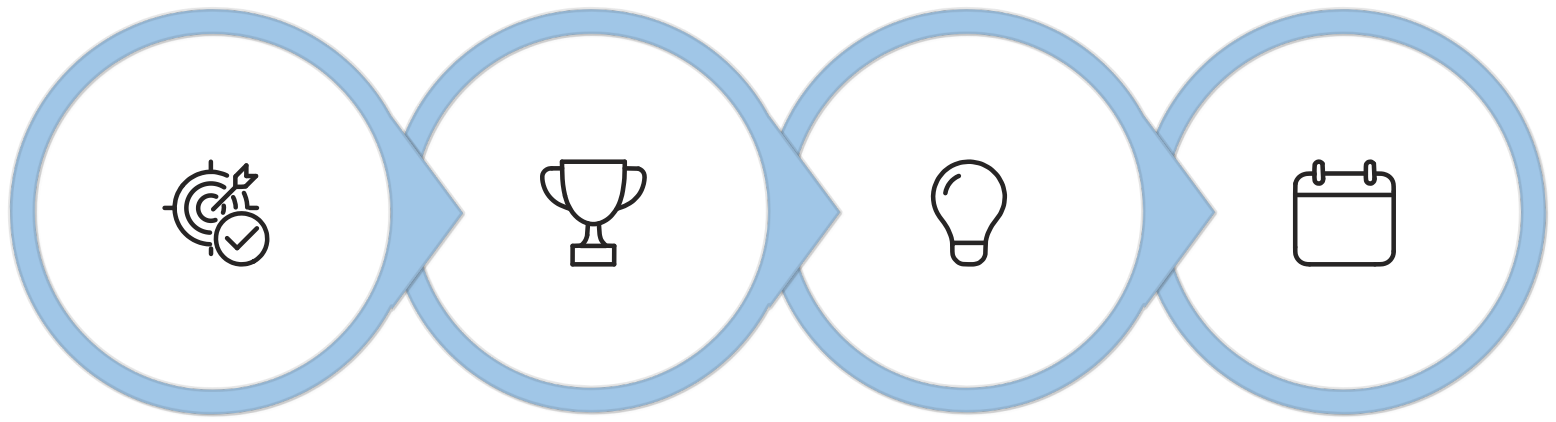
Use this structured template to capture your complete leadership goal plan in one place. This is your single reference document — keep it visible, review it weekly, and update it at the end of each 30-day phase. The most effective leaders treat this not as a one-time exercise but as a living practice document.

My Leadership Goal	Write your LEAD goal here in one clear sentence. Include the outcome, the evidence, and the time horizon.
Leadership Dimension	Which of the five dimensions does this goal address? (Communication / Influence / Decision-Making / Team Development / Strategic Thinking)
Why This Goal Now?	What is the business or career context that makes this goal urgent and important in the next 90 days?
Day 1–30 Action	What is the ONE thing you will do in the first 30 days to build awareness? (Include a specific date and action.)
Day 31–60 Action	What is the ONE weekly habit you will practise during the application phase? (Be specific — day, time, context.)
Day 61–90 Action	How will you test whether the behaviour has become consistent under pressure? What is your evidence check?
My Top Enabler	Who or what is your biggest asset in achieving this goal? How will you activate it this week?
My Top Obstacle	What is most likely to derail this goal? What is your specific mitigation plan?
Accountability Partner	Who will you share this goal with? When will you check in with them? (Name + date of first check-in)
Success Looks Like	Complete this sentence: "In 90 days, I will know I have succeeded when…"

REFLECTION

Weekly Reflection Prompts — Build the Habit

Leadership development without reflection is just activity. The weekly reflection practice is the single most important habit you can build alongside any goal. Research consistently shows that professionals who spend 15 minutes in structured reflection at the end of each week improve their learning rate by over 20% compared to those who simply keep doing. These prompts are designed to take no more than 15 minutes — and are best done on Friday afternoons or Sunday evenings.



Set Intent **Review Wins** **Note Lessons** **Plan Next**

📍 Where Am I? (Every Week)

What specific leadership moment happened this week where I applied (or failed to apply) my goal? What did I do? What was the outcome? What would I do differently?

📈 What Is Shifting? (Every Month)

Looking at the last four weeks: what evidence do I have that my leadership behaviour is changing? What feedback have I received — formal or informal? What do I notice in how my team or peers are responding to me?

🔄 What Needs to Change? (Every 30 Days)

Is my current action plan still the right one? Have my obstacles shifted? Is my goal still the most important one for my current context? What do I need to adjust, accelerate, or abandon to keep momentum?

🚀 What Is My Next Edge? (At 90 Days)

Looking at the full 90-day arc: what has genuinely changed about how I lead? What is the next leadership dimension I want to develop? How do I take this learning into my next goal cycle with more precision?

Pro Tip: Keep your reflection responses in a single notebook or digital document. At the end of six months, you will have a powerful, evidence-based record of your leadership growth — invaluable for performance reviews, promotion conversations, and coaching sessions.

REAL-WORLD APPLICATION

Case Example — Priya's 90-Day Leadership Goal

Priya is a 32-year-old Product Manager at a mid-size technology company. She has been managing a team of six for 18 months. Her technical performance is strong, but her skip-level manager has flagged that her team lacks a sense of direction — they are productive, but not motivated. Her 360 feedback noted that she is "brilliant in one-on-ones but disappears in group settings." Priya decides to use this worksheet before her Q4 performance review.

Baseline Assessment

Priya rates herself: Communication 3/5, Influence 2/5, Decision-Making 4/5, Team Development 2/5, Strategic Thinking 3/5. She identifies **Team Development** as her leverage point — a one-point improvement here would directly address her skip-level feedback.

LEAD Goal Defined

"By the end of Q4, I will facilitate a weekly team ritual — a 30-minute Monday stand-up focused on career wins and blockers — that at least 5 of 6 team members describe as 'valuable' in a monthly pulse check, improving team engagement scores from 3.1 to 4.0 on our quarterly survey."

90-Day Action Plan

Days 1–30: Research team rituals, interview two respected managers in her network, pilot the stand-up format. Days 31–60: Run stand-ups weekly, collect informal feedback, adjust agenda based on team response. Days 61–90: Standardise the format, measure pulse scores, document what worked.

Outcome at 90 Days

Priya's team engagement score moved from 3.1 to 3.9. Five of six team members rated the stand-up as valuable. Her skip-level noted the change in her Q4 review and recommended her for a senior PM track. Priya's next 90-day goal: *Strategic Communication with senior stakeholders.*

Priya's story is not exceptional — it is repeatable. The framework works because it is grounded in a real problem, anchored to specific evidence, and executed with consistent weekly habits. The goal was not perfect. The stand-up format changed three times in 90 days. But the commitment to the process is what created the result.

COMMON PITFALLS

Mistakes Leaders Make — And How to Fix Them

Even with a strong framework, leadership goal-setting has predictable failure patterns. Knowing these mistakes in advance dramatically increases your chances of following through. The following are the five most common pitfalls observed in leadership development practice — along with specific, practical fixes you can apply immediately.



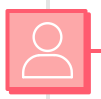
Too Many Goals at Once

Mistake: Setting three or four leadership goals simultaneously. **Fix:** Choose ONE goal per 90-day cycle. Depth beats breadth in leadership development. One well-executed goal changes your leadership identity; four half-executed goals change nothing.



No Time Blocked for Practice

Mistake: Having the goal in your head but not in your calendar. **Fix:** Within 24 hours of completing this worksheet, block two recurring appointments: one weekly reflection (15 min) and one accountability check-in (30 min monthly) with a peer or mentor.



Going It Alone

Mistake: Treating leadership development as a private, solo practice. **Fix:** Share your goal with at least one person whose opinion you respect. Public commitment increases follow-through by a significant margin. Your accountability partner does not need to be your manager.



No Evidence Defined Upfront

Mistake: Setting a goal without specifying what success looks like. **Fix:** Return to Step 2 and complete the E (Evidence-Based) component before proceeding. You cannot measure what you have not defined. Even qualitative evidence is better than no evidence.

SELF-EVALUATION

Leadership Readiness Checklist

Before you close this worksheet, use this quick checklist to ensure you have completed all the essential elements. This is not about perfection — it is about ensuring you have enough structure in place to actually follow through. If you cannot check off a box, return to that step before moving forward. A worksheet you complete at 70% and act on is worth infinitely more than one completed at 100% and filed away.

Baseline Honest

I have rated myself across all five leadership dimensions honestly — not aspirationally. I have identified my leadership leverage point: the one dimension where improvement matters most right now.

LEAD Goal Written

I have written a single, specific leadership goal that includes a linked impact, a form of evidence, a 90-day time horizon, and a genuine developmental stretch. It is written in one clear sentence.

90-Day Plan Mapped

I have at least one specific action per phase (Awareness / Application / Mastery) with a calendar commitment attached. My weekly habit is defined and scheduled.

Obstacles Named and Mitigated

I have identified my top obstacle and have a specific mitigation plan — not a vague intention. I have also activated at least one enabler deliberately (e.g., booked a conversation, blocked time).

Accountability Partner Confirmed

I have named a specific accountability partner and have either messaged them or scheduled a check-in. Accountability is not optional in this framework — it is structural.

Reflection Practice Scheduled

I have a recurring 15-minute reflection block in my calendar. I know which reflection prompt I will use each week and where I will record my answers.

KEY TAKEAWAYS

Summary — What Great Leadership Goal-Setting Looks Like

Leadership is not a fixed trait you either have or do not have. It is a set of practised behaviours, developed deliberately over time, within real-world contexts. This worksheet has given you a structured path from self-awareness to action — and from action to measurable growth. Here is what to carry forward as you begin your 90-day leadership development journey.

Clarity beats ambition

A vague goal like "be a better leader" produces no results. A precise goal with evidence, a timeline, and a weekly habit produces transformation. Invest the extra 20 minutes in making your goal specific — it pays back in compounding returns.

One goal at a time creates real change

The temptation to address every leadership gap at once is understandable — and almost always counterproductive. Choose your highest-leverage dimension. Go deep. Then move to the next goal in the next cycle.

The 90-day cycle is your engine

Three phases. Three milestones. One weekly habit. One accountability partner. This structure is not complicated — but it is consistent. Consistency is the differentiator between leaders who grow and leaders who stagnate.

Reflection turns experience into learning

Without structured reflection, leadership experience simply repeats itself. The 15-minute weekly reflection practice is the mechanism that converts your daily work into deliberate development. Protect that time fiercely.

Share your goal — it becomes real

Leadership development is not a private project. Telling one trusted person what you are working on is not vulnerability — it is strategy. It creates accountability, invites support, and signals to others that you take your growth seriously.

Progress, not perfection, is the measure

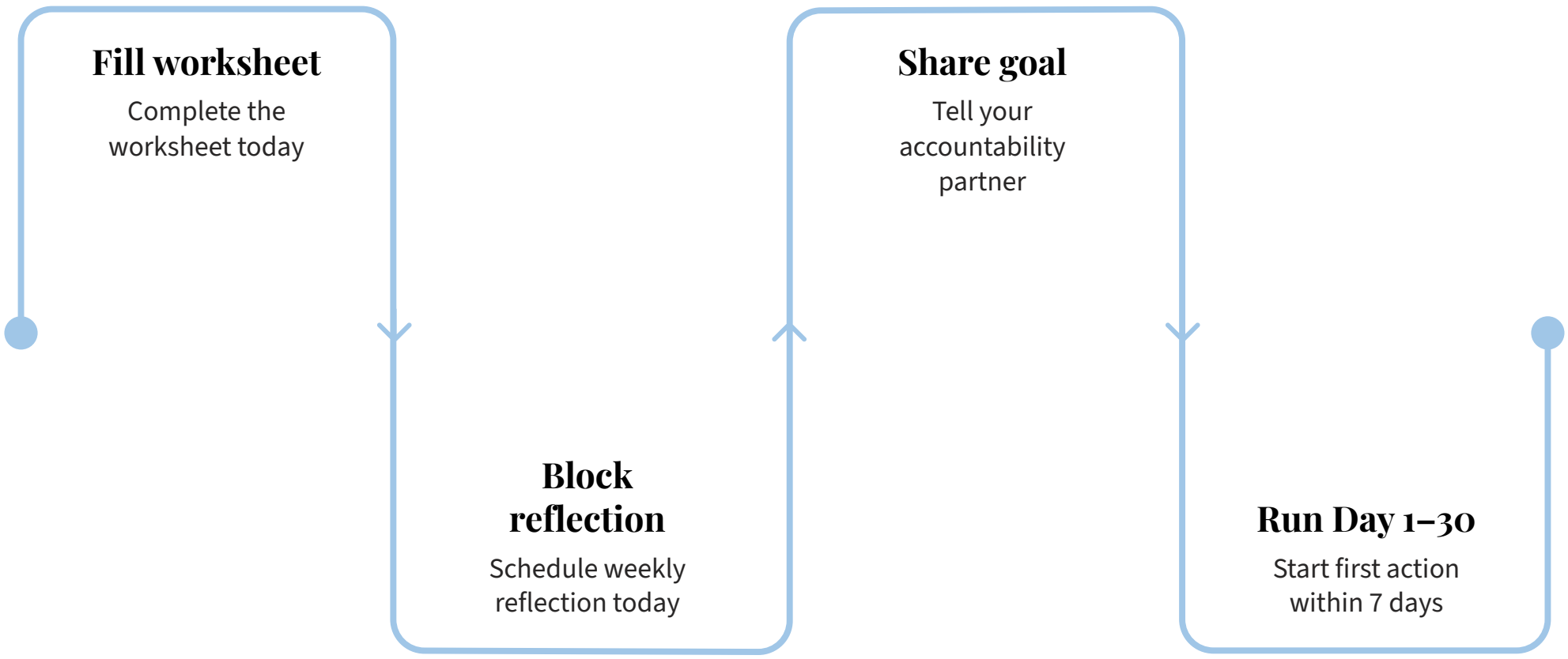
Your 90-day plan will change. Your action steps will need adjustment. That is not failure — that is leadership learning in action. What matters is that you return to the worksheet, update it, and keep moving. The leaders who grow are simply the ones who do not stop.

> **"The quality of your leadership in five years will be determined not by the goals you set today — but by the habits, reflections, and adjustments you make every week between now and then."**

NEXT STEPS

Your Next Steps — Start Within 24 Hours

The most important moment in any development programme is the 24-hour window after you finish reading. This is when intention either converts into action — or evaporates. The following next steps are designed to be completed today, this week, and this month. They are deliberately small and specific, because small actions executed consistently produce larger results than grand plans executed sporadically.



Leadership is a daily practice, not a one-time decision. By completing this worksheet, you have already done something that most professionals never do: you have taken your leadership development seriously enough to commit it to paper, with evidence, a timeline, and a plan. That is not a small thing. The professionals who consistently progress in their careers are not always the most talented — they are the most intentional. You now have the intention and the framework. What comes next is entirely up to you.

Return to This Worksheet: Revisit your goal at Day 30, Day 60, and Day 90. Update your action plan, record your evidence, and define your next 90-day goal. Each cycle builds on the last. Over 12 months, you will have completed four development cycles — the equivalent of a structured leadership development programme, built around your real work and your real growth.

PlanetSpark Professional Series · Leadership Goal-Setting Worksheet · For personal and professional development use. Share with colleagues, teams, and managers who are ready to lead with intention.