

## A Leader's Checklist

The following checklist should provide a ready reference of what you should be doing on a day-to-day basis.

Recognise that you will not spend equal amounts of time on all three sectors every day. Different operational pressures will dictate where the priority action should go.

Key actions	Task	Team	Individual
<b>Define objectives</b>	Identify task and constraints	Involve Team Share commitment	Clarify objectives Gain acceptance
<b>Plan</b>	Establish priorities Check resources Set standards	Consult Encourage ideas Develop structure	Assess skills Set targets Delegate
<b>Brief</b>	Brief the team Check understanding	Answer questions Give/receive feedback	Listen Enthuse
<b>Support &amp; Monitor</b>	Report progress Maintain standards	Co-ordinate Handle conflict	Advise & counsel Assist & reassure Recognise effort
<b>Evaluate</b>	Summarise progress Review objectives Re-plan if required	Recognise success Learn from failure	Assess performance Appraise Guide and train