



Checklist: Five Minutes to More Mindful Management™

Assess your skill level using these criteria (be honest!):

- 0 = Run away
- 1 = Very uncomfortable
- 2 = Winging it
- 3 = OK but could be better
- 4 = Feel prepared
- 5 = Easy for me

Rate Your Ability in Handling These Situations	
1. Someone is being confrontational/aggressive with me	
2. I must speak with someone who is not doing his/her job	
3. I need to set clear expectations for the people working with me	
4. I have a focused onboarding process and know how to take a new person through this	
5. I must do an appraisal interview	
6. I have to give someone bad news	
7. I need to recognize or reward someone	
8. I'm angry or upset with someone	
9. I have a plan for promoting people/training the next group of leaders and everyone knows what this is	
10. I must stand up for my people with my superiors	
11. Someone gives me negative feedback	
Your Score:	

What's Next?

Understand what your score indicates and take the best action:

- **0-40:** You haven't gotten the kind of training or experience you need to handle these situations. Ask for help.
- **41-49:** You're doing well. You might want to look at the areas where you scored yourself the lowest and get some focused training or coaching on these.
- **49-55:** You're the person others come to for help! While this can feel rewarding, pay attention to how much time you're spending with them (and away from your job). Decide if there's a better way to support these people in building and practicing the leadership skills they need.