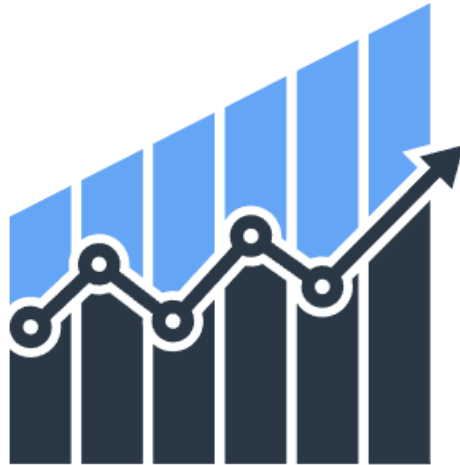




LEADERS

DOWN UNDER

Leadership Priorities Check

Work out what to develop next, in fifteen minutes

Name _____

Date _____

What this is

A fifteen-minute self-check for leaders who know they should be working on something, but not what. It covers ten priorities that come up in almost every leadership role, and gives you a rank order rather than a score.

How it works

- Rate yourself 1 to 5 against each of the ten priorities on the next page.
- Read what the shape of your ratings suggests.
- Choose one to work on — using relevance to your role, not just the lowest number.
- Write down one specific action and a date.

There is no total

The ten priorities are not a scale, so adding them up would produce a number that means nothing. What matters is the order, and really only the bottom two or three. A leader who rates themselves low on everything and one who rates themselves high on everything have told you the same thing — something about how they rate, not about what they should work on.

Answer honestly, and quickly

A first instinct is usually more accurate than a considered answer, because the considered answer drifts toward how you'd like to operate. Rate how you actually work now, on an ordinary week rather than a good one.

What this is not

A self-report exercise and a starting point for a conversation — not a validated psychometric, and not a basis for hiring or performance decisions.

Rate yourself

1 a real weakness · 3 adequate · 5 a genuine strength

Priority	What it covers	1	2	3	4	5
Delegation	Handing work over properly, and letting it stay handed over					
Feedback & difficult conversations	Raising things early, clearly, without damaging the relationship					
Strategic thinking	Working beyond the current quarter and seeing the wider picture					
Influencing	Getting support for an idea without relying on authority					
Decision-making	Deciding well, and at the right speed, on incomplete information					
Leading change	Taking people through something they didn't ask for					
Developing others	Growing the people around you, deliberately rather than incidentally					
Executive communication	Being concise and clear with people more senior than you					
Confidence and presence	How you come across, particularly under pressure					
Team accountability	Holding a standard without becoming the person nobody tells things to					

Reading your ratings

Before you pick anything, look at the shape of the whole column. It tells you whether the individual numbers can be trusted.

A spiky profile — clear highs and lows

The most useful result. Your low ratings are a genuine shortlist. Move to the next page and choose between them.

A flat profile — everything within a point

Occasionally real, more often a sign that you rated how you'd like to be. Try again with a specific recent situation in mind for each priority, or ask someone who works closely with you which one they'd pick for you. Their answer is usually faster and more accurate than a second attempt.

All low

Usually a hard week rather than a true reading, and sometimes a new role where everything feels unfamiliar. Leave it a fortnight and rate again — the shape will separate out.

All high

Usually self-rating bias, which is extremely common and not a character flaw. The more useful question is not "what am I bad at" but "what would the person I work most closely with want me to do differently." Ask them.

One very low rating, everything else even

Take it seriously. A single standout low is often something you already know and have been avoiding, which is exactly the thing worth working on.

Choosing which one

The lowest score is not automatically the priority. A low rating on something your role doesn't call for is not a development need — it's just a thing you don't do. Run your bottom two or three through these three questions.

1. Does my current role actually need this?

Executive communication matters enormously in some roles and barely at all in others. Rate the priority against the job you have, not against an idea of what a leader should be.

2. Is anyone else affected by it?

Weaknesses that cost other people something — delegation, feedback, accountability — pay back faster than ones that only cost you. If two are close, take the one your team feels.

3. Would I know within a month whether it was improving?

Some priorities show movement quickly and some take a year. For a first cycle, pick one where you'd see evidence early. Momentum matters more than ambition at this stage.

Write it down

The priority I'm going to work on

Why this one, and not the others

Who else this affects

One action

A priority isn't a plan. Before you close this, turn it into a single action small enough that you'll actually do it in the next fortnight — something a person watching you could see happen.

Make it specific

"Communicate better" is not an action. "Send a three-line written summary after each of my next four team meetings" is. If you can't tell whether you did it, it isn't specific enough yet.

Make it small

The most common reason a development action fails is that it was too big to start. If your action needs a clear week to begin, halve it.

My action, specifically

The first time I'll do it

What's most likely to stop me

Who I'll tell about it

When I'll check whether it stuck (2–4 weeks)

Using this in a 1:1

This works as a fifteen-minute opener to a development conversation, and it removes the worst moment in those conversations — the silence after "so what do you want to work on?"

How to run it

- Send it beforehand and ask them to complete it privately. Rating yourself honestly in front of your manager is a different exercise, and a worse one.
- Ask them to bring the completed page, not to send it to you. It's theirs.
- Start with the shape rather than the numbers — "what stood out" is a better opening than "what did you score on delegation."
- Resist adding a second priority. One is the whole point.

Questions worth asking

- Which one surprised you?
- Which would your team pick for you, do you think?
- What's stopped you working on this before now?
- What would you need from me to make the action realistic?

Where this stops

This is deliberately a starting point. It gets someone to one priority and one action, which is enough to begin — but it doesn't structure the months after that. If the conversation goes well and they want a proper plan with review points, that's a different document.

If they rate themselves high on everything

Don't challenge the ratings directly — it turns the conversation into a defence. Ask instead what the person they work most closely with would pick. It gets to the same place without the argument.

More from Leaders Down Under

Leaders Down Under makes printable leadership tools for people who have to do the work themselves — a manager with a team and no training budget, a coach building a session, an HR team without an external facilitator. Every title is a working document rather than a set of worksheets.

What's in the collection

	What it is	Reach for it when
Self-assessments	Short statement-based instruments, scored by hand into a profile you can plot and read	You want an honest read on how someone operates, as the opening of a conversation
Team session kits	Ready-to-run team activities, with participant sheets, a way to gather and read the results, and a structured debrief	You're running an offsite or a team session and want something better than a discussion
Planning and development tools	Structured, reusable documents like this one — built to be filled in, revisited and worked from over months	Someone needs to turn an intention into something specific and followed through
Facilitator materials	Session agendas with timings, question sets, debrief prompts and guidance on handling the awkward moments	You're the one running it, and you'd rather not improvise

What they all have in common

- A real instrument or structure behind them — something that produces a result, not a page of prompts.
- The facilitator half included, so you can run it with other people rather than only reading it yourself.
- Plain about what they are: starting points for a conversation, not validated psychometrics, and not a basis for hiring or performance decisions.
- Designed to be returned to, with review points built in rather than bolted on.

This document pairs well with any of the self-assessments

The "From assessment to objective" pages earlier in this plan are built to take a result from any behavioural or conflict-style profile and turn it into something specific to work on. If you haven't done one, that's the natural next step.

Find them

leadersdownunder.com.au

If this was useful, a short review genuinely helps a small shop more than anything else you could do. Thank you for buying it.