



THE 7-STEP  
**Clarity  
To  
Impact**  
*Checklist*

**7 steps to Gain Clarity Around Your Goals, Your Strengths, Values, And Talent, So You Can Show Up And Make A Bigger Impact**

*Gain clarity on the impact of your behavior to transform into an exemplary leader.*



# The 7- step Clarity To Impact *Checklist*

There is a tendency to want to climb this proverbial leadership ladder; however, you need the proper framework, steps, or checklist to climb it. We tend to fumble and stop working towards what we genuinely desire, all due to a need for clarity.

You can learn about leading others and leadership theory and style, but do you have clarity on YOURSELF? Your mindset, goals, strengths, and potential should be as clear as a diamond! This clarity will allow you to jump and jump forward!

The first nugget of clarity: Leader doesn't require a title. It requires a growth mindset, courage, and, last but not least...heart. These are the 3 pillars of a leadership mindset! Embracing these pillars allows you to embody clarity, show up with and show off with more confidence.

- **Gain a keen sense of self-awareness** – by leveraging and maximizing your emotional intelligence!
- **Gain clarity on your goals and purpose** – being SMART-er about your goals!
- **Gain a higher level of confidence** – show up and show off your newfound confidence!

... finally, achieve your goals (even if you've let yourself down every other time).

Individuals want to truly make an impact both personally and professionally. The Clarity To Impact Checklist holds the steps.

# The 7- step Clarity To Impact

## Checklist

### *Walk In Your Big Why*

Knowing your big why and what motivates you very clearly is the key to your success and lasting change. To succeed in your career, life, and goals, you need to know WHY you want what you want. And not only that, you have to have a BIG ENOUGH reason. If you're not motivated or haven't followed through in the past, it may be because you need to DREAM BIGGER! You want your goals not just something you'd "like" to do... it's not a preference... it's not even a dream... it's a MUST!

Start by asking yourself enough questions and the RIGHT questions that will get to the root of WHY it's so crucial for you to have what you want and become who you want to be. This knowledge will help push you forward, despite challenging times and help to keep your eyes on the goal, so you can win in life with a true purpose!

### *Reframing Method to Unleash Your Potential*

Are you reevaluating your BS? Your belief system could be holding you back! A limiting belief will have you living in a state of pseudo-confidence. This limiting belief could be about you, your interactions with others, or the world and how it works. Limiting beliefs can negatively affect you, including how you process your thoughts. They could keep you from making good choices, taking new opportunities, or reaching your potential. Reframe how you feel about the thought: Instead of saying, "why is this happening to me." Let's reframe it to "What is the lesson here?"

Ultimately, your BS and limiting beliefs can keep you in a negative state of mind and hinder you from living your desired life. Ask yourself some questions: Do you know what causes your limiting beliefs? Where do they come from, and how have they influenced your choices in life?

# Identify your EQ Impact (Emotional Intelligence)



A high emotional intelligence level allows you to empathize with others, communicate effectively, and be both self and socially aware. How we respond to ourselves and others impact our home and work environments.

Living in this world means interacting with so many different types of people and constant change and surprises. Being emotionally intelligent is critical to responding to what life gives us. It's also a key component of compassion and understanding the deeper reasons behind other people's actions.

## Take time to answer the following questions:

- Do you recognize the emotion(s) you are feeling?
- Can you manage those feelings without allowing them to swamp you?
- Can you motivate yourself to get jobs done?
- Do you sense the emotions of others and respond effectively?

Additionally, answering these questions will provide clarity in the following areas:

- ***Understanding your emotional intelligence (and now how will you leverage it?)***
- ***Being Intentional both with your thoughts, words, and actions.***
- ***Are you pausing when faced with emotional stimuli?***
- ***Are you processing the emotion properly?***
- ***Are you persevering through as you have felt this way before?***
- ***Are you keeping your peace and your power?***





# Smart-er Way to Achieve Success

Begin setting goals! But wait! you do have to be in the right mindset. Mindset work is sometimes challenging as you must let go or become unhooked from negative thoughts and limiting beliefs. We have to set our minds to understand our priorities and habits.

Goals play a dominant role in shaping the way we see ourselves and others. A focused and goal-oriented person will likely have a more positive approach toward life and perceive failures as temporary setbacks rather than personal shortcomings.

To achieve your goals, your mindset needs to match your aspirations.

**Do not set goals just for accomplishment.  
Set goals that push you to feel!**

## Before setting goals:

### *Identify your values*

Values are the things we consider to be important in life. Values are our heart's deepest desires for how we interact with the world, other people, and ourselves. They're what we want to stand for in life, how we want to behave, and what sort of person we want to be. Examples of values are creativity, honesty, freedom, etc. Make sure they are your values and not someone else's!

### *Identify your habits*

Habits determine your future! Your habits will determine your quality of life as well. The results of your bad habits usually don't show up until much later in life. We are in the age of immediate gratification. We buy things or do things desiring immediate gratification. What habits do you need to unlearn before you cultivate new habits?



# Say No to the Good, To Say Yes To The Great

Workplace boundaries help you achieve and safeguard that work-life balance (and your sanity). Your workplace boundaries might have to do with how much work you're willing or not willing to take on or what kinds of relationships you're willing or not willing to establish with colleagues and clients from work. Regardless, there are three major types of boundaries:

**Physical Boundaries:** Your physical boundaries refer to the rules that define your personal space and touch (i.e. hugs vs. handshakes) in the workplace.

**Emotional Boundaries:** Your emotional boundaries refer to your emotions, and they distinguish your emotions from someone else's at work to help you build a stronger sense of identity. Your emotional boundaries might cause you to say no to certain tasks at work, for example, and you won't allow others' attitudes about it to easily influence your own.

**Mental Boundaries:** Your mental boundaries refer to your thoughts, values, and opinions on matters in the workplace. For example, you might have your opinion on how things should operate at work and value your morning meetings — and you won't allow someone else's ideas of how things should go to influence your own.

***You should set boundaries at work in order to protect yourself from burning out and/or finding yourself in uncomfortable situations that may be otherwise avoidable.***

None of us has the **personal bandwidth to say yes to and everything.**

Ignoring our time leads to resentment, overwhelm, anxiety, shame, and burnout.



## Develop a Leader Mindset

How will familiarizing myself with leadership styles help me in my leadership role? This is a great question. There are many benefits to understanding diverse approaches to leadership, such as flexibility, self-awareness, and a strong foundation of who you are!

A leadership mindset involves having certain attitudes, beliefs, and expectations that create the foundation of who you are, how you lead others, and how you interact with and influence your colleagues. This mindset is essential to hone because it is the driving component of everything you do within your job.

You will have an innate leadership style. However, you will need to become familiar with all the styles as there will be situations you will have to adapt your style. Leadership style is often developed over time through trial and error.

## Re-ignite Your Confidence

Your decisions and actions depend on your assessment of how certain you feel and how much confidence you have. If you want to be seen as credible and give others trust to follow your lead, you first need to have confidence in yourself.

Identifying your true gifts, talents, and strengths is key to aligning your decisions and actions so that in everything you do, you can do it because you are confident you will be great at it and enjoy it.

Once you regain your confidence, you will become a person that can make decisions quickly and more effortlessly. You will become a person who can solve problems, which is a critical quality.

# The 7-step Clarity To Impact

## Checklist

- The Steps To Walk In Your Big Why
- The Reframing Method To Unleash Your Potential
- Identify your EQ Impact (Emotional Intelligence)
- The SMART-er Way To Achieve Success
- Say No to the Good, To Say Yes To The Great
- The Leader Mindset
- Re-Ignite Your Confidence

*Are you interested in the Transform You! Signature Coaching Program?  
Can customize for your team as well! Click below or go to  
[www.jmscreatesleaders.com/contact](http://www.jmscreatesleaders.com/contact).*

**Yes! I am.**

