

N i c o l e S m i t h



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**

Transform From a Top Performer to an Exemplary Leader

JMS
CREATIVE LEADERSHIP
SOLUTIONS

The 7- step Clarity To Impact Checklist

There is a tendency to want to climb this proverbial leadership ladder; however, you climb it blindly without the proper framework, steps, or checklist. We tend to fumble and then stop working towards what we genuinely desire, all due to a **lack of clarity**.

Oh, you can learn all about leading others and leadership theory and style, but do you have clarity on **YOURSELF**? The clarity around 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 leader 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** –leveraging 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 very clearly your big why, and what truly motivates you is the key to your success and lasting change.

In order to succeed in your career, life, and all your 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 not only enough questions, but the RIGHT questions that will get to the root of WHY it's so important for you to have what you want, and become who you want to be. It is this knowing that will help to 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!

Reframe The Method to Unleash Your Potential

A limiting belief will have you living in a state of **pseudo confidence**. This limiting belief could be about you, your interactions with other people, or with the world and how it works. Limiting beliefs can have a number of negative effects on you, however. They could keep you from making good choices, taking new opportunities, or reaching your potential. Complacent...that is what makes you.

Ultimately, limiting beliefs can keep you stuck in a negative state of mind and hinder you from living the life you truly desire. 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?



Develop Your Emotional Intelligence Blueprint

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

Living in this world means interacting with so many different types of people, as well as constant change and surprises. Being emotionally intelligent is key to how you respond 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?

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.***
- ***Gaining a growth mindset.***
- ***Lead with courage.***
- ***Lead with heart.***



Smart-er Way to Achieve Success

Begin setting goals! But wait! you do have to be in the right mindset.

Mindset work is at times difficult as it means you will have to let go of 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 person who is focused and goal-oriented is likely to have a more positive approach toward life and perceive failures as temporary setbacks, rather than personal shortcomings.

In order 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 the way we want to 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

You may be wondering: how will familiarizing myself with leadership styles help me in my role as a leader? 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 important 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

The decisions you make, and the actions you take depends 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 what your true gifts, talents, and strengths are is key to aligning your decisions and actions so that everything you do, you're able to 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 that can solve problems, which is a very important quality to have.

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The Steps To Walk In Your Big Why



The Reframing Method To Unleash Your Potential



The Emotional Intelligence (EQ) Blueprint



The SMART-er Way To Achieve Success



How To Move From A People Pleaser To A People Person



The Leader Mindset



Re-Ignite Your Confidence



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