



The leadership Reset

10-Minute Weekly Reflection Template

A simple, powerful check-in to help you lead with clarity, purpose, and focus.

Why This Matters

In the rush of meetings, deadlines, and team dynamics, it's easy to get stuck in reactive leadership - constantly doing, without pausing to reflect.

The Leadership Reset is your weekly anchor: a 10-minute pause to reset your mindset, reconnect with your purpose, and lead with intention.

This tool is used with clients in the Lead with Impact coaching programs, and now it's yours to keep and use each week.

How to Use It

- Set aside 10 minutes at the end or start of your work week
- Reflect honestly - this is for you, not your boss
- Use it as a journal entry, or type into the digital template
- Review past entries monthly to track growth and insights

Optional: Share select insights with your coach or mentor

Weekly Reflection Template

1. What went well this week?

(Wins, progress, team moments, energy boosts)

2. What challenged me and how did I respond?

(Stress triggers, difficult conversations, mindset wobbles)

3. What leadership moment am I most proud of?

(A decision, boundary, feedback, or mindset shift)

4. What needs more attention or alignment next week?

(Think: people, priorities, values, habits)

5. What's one intention I want to lead with next week?

(e.g. patience, clarity, confidence, curiosity)

Optional Tracker

This week, I felt...

- Focused
- Stretched
- Confident
- Reactive
- Energised
- Flat

My leadership energy was:

- Drained
- Neutral
- Recharged

Bonus Tip

Print this and keep it on your desk. Or set a recurring Friday afternoon calendar reminder: "10 minutes to reset my leadership."

Get In Touch

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