

Leadership Reset Checklist for Healthcare Executives

Purpose: Reflect, recharge, and plan strategically to lead with clarity and impact each week.

1. Reflect on Your Mission & Impact

- List major decisions and initiatives from the past week.
- Identify which actions aligned with your mission and values.
- Note one key lesson learned for next week.

2. Evaluate Your Energy, Not Just Your Time

- List tasks/meetings and categorize as energizing or draining.
- Identify tasks to delegate or reframe.
- Schedule at least two energy-boosting activities for next week.

3. Celebrate Small Wins

- Identify 3–5 small wins from the past week.
- Plan one public acknowledgment to share with your team.
- Reflect on how these wins can inspire continuous improvement.

4. Reassess Relationships & Communication

- List interactions that went well and those needing improvement.
- Identify 2–3 key relationships to prioritise next week.
- Plan specific engagement actions (meetings, check-ins, calls).

5. Plan With Intention, Not Overwhelm

- List your top 3–5 priorities for the week.
- Categorise tasks: High-Impact vs. Maintenance.
- Schedule focused time blocks for high-impact activities.
- Review daily to stay aligned with your priorities.