

Leadership Habits Note Taking Template

DATE _____

INTERVIEWER _____

Select a Quality or Skill

Pick a quality or skill you want to change.

Focus on things that are:

- Observable
- Daily occurrences
- Important to you
- Important to others

Rating (1 to 10)

Notes

- The rating scale should reflect a scale of possible improvement.
- A rating of 10 means the person giving feedback is unable to suggest any improvement.
- A rating of 5 means the person giving feedback will specifically describe how you can improve your behavior to have twice the impact.
- If the person cannot make a suggestion for improvement, they should give you a 10.
- Note: If the person gives you a 10, you are not framing the exercise correctly.

Meta-comments

How could we improve our feedback technique?
