



Mental Health Worksheet



by

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Are you an Effective Leader?

I effectively communicate my vision and goals to others. **Yes** **No**

I listen actively and attentively to others' opinions and ideas. **Yes** **No**

I delegate tasks and responsibilities to team members effectively. **Yes** **No**

I contribute to delegated tasks only if needed, otherwise I don't micro-manage **Yes** **No**

I motivate my team members to upskill and work on themselves **Yes** **No**

I make decisions confidently and take responsibility for the outcomes. **Yes** **No**

I am able to resolve conflicts and manage difficult situations. **Yes** **No**

I provide constructive task related feedback timely and not just around appraisal time **Yes** **No**

I am open to critical feedback from my team members including my subordinates **Yes** **No**

Scoring & Reflection

SCORING

Count the number of times you chose 'YES', if it is:

- 1-3 times, develop your leadership skills!
- 4-6 times, you're a Leader in making!
- 7-9 times, Hey Leader!

REFLECTION

Take a moment to reflect on your scores and consider which areas you would like to focus on for improvement. Write down two specific actions you can take to enhance your leadership skills in the next month.

- 1.
- 2.

Remember, leadership is a continuous journey, and with effort and practice, you can develop and strengthen your skills over time.

Note: This is a basic leadership skills assessment worksheet.