FIELD NOTES / EVERYDAY LEADERSHIP

A workbook for the moments *that matter.*

Reflect clearly. Practise deliberately. Leave with something you can use at work.



THE EVERYDAY LEADERSHIP PROGRAMME

Participant edition / Four focused weeks

00 / START HERE

A place to think.
A reason to act.

This is a working space for you. Use it to notice your habits, prepare for difficult moments, and turn useful conversations into action.



BEGIN WITH ONE INTENTION

At the end of four weeks, I would like to be better at…

YOUR FOUR-WEEK MAP

01 **KNOW YOUR IMPACT**
Notice what you bring into a room.

02 **MAKE CONVERSATIONS COUNT**
Prepare, listen and speak clearly.

03 **DECIDE WITH CONFIDENCE**
Clarify responsibility and follow-through.

04 **BUILD THE HABIT**
Choose one change you can sustain.

WEEK 01 / NOTICE

Know your *impact.*

A small pause can change what happens next.



THE PRACTICE

Pause. Notice. Choose.

01 WHEN PRESSURE RISES

Think of a recent moment when you felt rushed, challenged or uncertain.

WHAT HAPPENED, AND HOW DID I RESPOND?

02 WHAT DID OTHERS EXPERIENCE?

WHAT MIGHT SOMEONE ELSE HAVE NOTICED?

NEXT TIME I WILL...

WEEK 02 / COMMUNICATION

The conversation *worth having.*



Use this planner before a real conversation. Aim for clarity and curiosity, not a polished script.

ONE HELPFUL OPENING

"Can we talk about..."

01 / THE PURPOSE

What needs to be different afterwards?

02 / THE FACTS

What have I observed, without assumptions?

03 / THE QUESTION

What do I genuinely need to understand?

04 / THE NEXT STEP

What action and check-in can we agree?

PRACTISE TIP | Say the opening out loud once before the conversation.

WEEK 03 / JUDGEMENT

Clarity changes *the outcome.*



Good decisions are easier to act on when the purpose, ownership and boundaries are clear.

THE DECISION BRIEF

One decision I need to make

FACTS	What do we know?
OPTIONS	What could we do?
TRADE-OFF	What are we choosing not to do?

DELEGATE THE OUTCOME, NOT JUST THE TASK

SUCCESS	What good looks like	
OWNERSHIP	Who takes the lead	
BOUNDARIES	What they can decide	
CHECK-IN	When we reconnect	

WEEK 04 / CONSISTENCY

Make the change *small enough to keep.*



Choose one leadership behaviour. Repeat it often enough that other people can notice the difference.

MY 30-DAY EXPERIMENT

The behaviour I will practise:

When / where I will try it:

TRACK THE DAYS YOU SHOWED UP

Mark a circle for each day you practised. Progress matters more than perfection.

01	02	03	04	05	06
07	08	09	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24
25	26	27	28	29	30

If I miss a day, I will start again at the next opportunity.

PRACTICE / A REALISTIC SCENARIO

A conversation *you cannot avoid.*

Use this page to prepare for a situation that needs a calmer, clearer response.



THE SITUATION

A colleague has missed two handovers. Others are filling the gaps. You need to address the pattern without blaming or humiliating anyone.

PREPARE YOUR WORDS

01 / WHAT I KNOW

Name the observable facts.

02 / WHAT I WILL ASK

Invite their perspective.

03 / WHAT WE CAN AGREE

Make the next handover specific.

AFTER FOUR WEEKS / YOUR NEXT CHAPTER

What happens *afterwards* is the point.



A QUICK PERSONAL REVIEW

01 / NOTICE

What do I handle differently?

02 / EVIDENCE

How will someone else notice?

03 / CONTINUE

What will I keep doing?

ONE COMMITMENT TO TAKE FORWARD

In the next 30 days, I will...

PEOPLE / PRACTICE / PROGRESS