

Influence Lite Sprint Portfolio – Action Tools & Guideline Kit

2 Editions: Corporate Edition – Young & Emerging Leaders | Self-Sponsored Edition – Personal Growth

Purpose: To encourage deep reflection and practical action for leadership development through structured, easy-to-use templates.

1. Weekly Rhythm (90 Minutes per Week)

Prompt: How will you structure your week to maximize learning and application?

Template:

- **Monday – Learn (20 min):** What leadership skill will I focus on this week?
 - **Tuesday–Thursday – Apply (40 min):** How will I apply the skill in a real-world context?
 - **Friday – Reflect (30 min):**
 - Did I complete the week’s tasks? (✓/✗)
 - Rating (1–5): _____
 - Key lesson learned: _____
-

2. Personal Leadership Development Plan – Behavioral Checklist

Prompt: What behaviors will I focus on to strengthen my leadership?

Template:

- **Leadership Goal:** _____
 - **Behavior to Practice:** _____
 - Example: “Actively listen during meetings.”
 - **Daily Tracker:**
 - Mon-✓/✗ | Tue-✓/✗ | Wed-✓/✗ | Thu-✓/✗ | Fri-✓/✗
 - **Reflection:**
 - How consistent was I? _____
 - What will I adjust next week? _____
-

3. Daily Micro-Habits (5 Minutes)

Prompt: What small leadership action will I practice today?

Template:

- **Today’s Habit:** _____
 - **Why it Matters:** _____
 - **Did I Complete It? (✓/✗)**
-

4. Weekly Mentor Clinics (40 Minutes)

Prompt: What feedback do I need from my mentor to refine my leadership approach?

Template:

- **Key Challenge or Question to Discuss:** _____
 - **Advice Received:** _____
 - **Next Action Steps:** _____
-

5. Core Qualification Self-Assessment (Weekly)

Prompt: How well did I demonstrate this week’s leadership competency?

Template:

- **Week’s Core Question:** _____
 - **Self-Rating (1–5):** _____
 - **Example of Success:** _____
 - **Area for Improvement:** _____
-

6. North Star Leadership Plan

Prompt: What is my long-term leadership vision and how will I achieve it?

Template:

- **Vision Statement:** _____
 - **Key Milestones (3–5):**
 1. _____
 2. _____
 3. _____
 - **Challenges & Solutions:** _____
-

7. Draft a “2040 Postcard from My Future Self”

Prompt: Imagine it’s 2040—what have you accomplished as a leader?

Template:

- **Greeting:** “Dear [Your Name],”
 - **What You’ve Achieved:** _____
 - **How You’ve Impacted Others:** _____
 - **Closing Thought:** _____
-

8. Listening Walk – Log Insights

Prompt: What did I learn by listening actively?

Template:

- **Who I Listened To:** _____
 - **Key Insights Gained:** _____
 - **How I Will Act on These Insights:** _____
-

9. Ethics Canvas – On a Current Decision

Prompt: How does this decision align with my values and goals?

Template:

- **Decision/Dilemma:** _____
 - **Stakeholders Affected:** _____
 - **Values at Stake:** _____
 - **Options to Consider:** _____
 - **Final Decision & Why:** _____
-

10. Red Flag – Risk Reframing

Prompt: What risks can I identify and address?

Template:

- **Risk Identified:** _____
 - **Worst-Case Scenario:** _____
 - **Actions to Mitigate Risk:** _____
-

11. Ally Mapping – Secure Commitment

Prompt: Who can help amplify my idea or project?

Template:

- **Allies Identified:** _____
 - **Engagement Plan for Each Ally:** _____
 - **Commitments Secured:** _____
-

12. 5-Idea Brainstorm

Prompt: What creative solutions can I generate for this challenge?

Template:

- **Challenge/Problem:** _____
 - **Idea 1:** _____
 - **Idea 2:** _____
 - **Idea 3:** _____
 - **Idea 4:** _____
 - **Idea 5:** _____
-

13. Failure Reframing

Prompt: What can I learn from this failure?

Template:

- **What Didn't Work:** _____
 - **Why It Didn't Work:** _____
 - **What I Learned:** _____
 - **How I'll Adjust Moving Forward:** _____
-

14. Prioritization Scoreboard

Prompt: How should I prioritize my tasks?

Template:

- **Task/Project:** _____
 - **Urgency (1–5):** _____
 - **Importance (1–5):** _____
 - **Alignment with Vision (1–5):** _____
 - **Total Score:** _____
 - **Priority Level:** _____
-

15. Printable Leadership Development Worksheet

Prompt: Use this worksheet to track your weekly progress and plan ahead.

Template:

- **Weekly Goal:** _____
 - **Action Steps:** _____
 - **What I Achieved:** _____
 - **What I'll Improve Next Week:** _____
-

How to Use This Kit

1. **Select Templates Based on Your Goals:** Focus on tools that align with your immediate leadership challenges.
2. **Print or Save Templates:** Keep them accessible for daily and weekly use.
3. **Reflect and Revisit:** Review your progress weekly and adjust your approach as needed.
4. **Repeat and Grow:** Use these templates as part of your ongoing leadership development journey.

Unlock your leadership potential with small, consistent actions that drive big results.

© 2026 Rational Gates. All rights reserved.