

# How to use *the personal leadership tool*

## **If using the tool on yourself:**

1. Decide what question you want to start with – are you going from left to right or right to left?
2. Be truthful and ask yourself the tricky question you would expect if having someone there to help you explore. Write all your considerations on paper or sticky notes and place them on the canvas.
3. Avoid getting stuck. If a question is hard to answer, move on to another one. The goal is to cover the entire canvas within an hour or so.
4. Step back and look at all your notes when you have filled in the middle part. Are there patterns or insights arising? Do you see a direction you should pursue?
5. Ask yourself: If I am to pursue these directions, what are the first things I should focus on? What could be hands-on and measurable goals for the near future? Write them at the top of the canvas.
6. Spend some time considering who could or should help you achieve your goals. Write them down and consider how and when to reach out to them.
7. Finally, decide when you need to look at your goals again. After a month? After six months? Should you check in on them every week or every second week? Write it down, for the sake of commitment, in the lower right corner of the canvas.
8. Now comes the most challenging part: Sticking to it! Make sure to act on your ambitions, dreams, and goals. And ask people to help you. Use the hands-on goals, visions, purpose, etc., to communicate what you really want with your work and personal life.