

Emerging Leaders

Playbook



Use this playbook with the Leadra Labs app to turn insight into daily behaviour change.



Leadership is built in moments.

Emerging leaders don't fail because they lack intelligence or technical skill. They struggle because leadership is built in moments — the pressure spike, the difficult conversation, the unexpected change, the moment you need influence but don't have authority.

This playbook is:

- Self-directed
- Experience-based
- Problem-centred
- Relevance-first
- Micro-learning

Structure

Each capability section includes:

- What this capability looks like in real life
- Micro-moments that test it
- Common emerging leader pain points
- Self-assessment prompts
- Interactive exercises
- In-the-moment scripts
- Leadra app integration
- Mini habit to build capability

We will help you recognise those moments, understand your patterns, and build the capabilities that shape your leadership identity.

Grounded in behavioural science.

Leadra translates evidence-based principles from leadership development, organisational behaviour, and coaching into a practical, in-the-moment learning system. Three core scientific ideas drive the design:

- 1 Deliberate practice & transfer**
Learning applied to real workplace tasks with repeated, spaced practice produces higher impact and ROI.
- 2 Behavioural principles**
Small, observable behaviours shaped by clear prompts and timely feedback or reinforcement produce measurable changes in leader behaviour.
- 3 Personalised Feedback**
Constructive feedback accelerates authentic leadership by increasing self-efficacy and translating insight into action; combining micro-coaching with automated nudges improves retention and real-world application.

How this maps to Leadra's behavioural pillars

Each capability (Emotional Regulation, Critical Thinking, Situational Judgement, Change Agility, Influence) is taught through micro-moments, short practice tasks, and immediate reflection loops, ensuring that learning is contextual, frequent, and measurable.

What makes this approach effective

- **Immediate relevance**
Tasks mirror exact moments emerging leaders face, increasing motivation and transfer.
- **Spaced repetition**
Short daily exercises repeated over weeks build habit without cognitive overload.
- **Feedback loops**
Self-scoring, peer feedback, and coach inputs create rapid corrective cycles.
- **Measurement for impact**
Baseline snapshots and progress metrics show real capability deltas.

Emotional Regulation: An Introduction.



Emotional regulation is the ability to recognise, understand, and manage your emotional responses in real time. For leaders, it means staying grounded under pressure, making clear-headed decisions when stakes are high, and modelling composure for your team.

Why it matters

Leaders who regulate well build psychological safety, retain talent, and make better decisions under uncertainty. Those who don't create volatility, erode trust, and burn out faster. Research shows emotional regulation is the single strongest predictor of leadership effectiveness across industries.

Why emotional regulation is hard

Emotional regulation requires awareness, practice and permission to slow down, all of which are in short supply for people newly promoted into leadership. Below are some common barriers that make regulation especially difficult in early leadership roles.

Personal barriers

- Perfectionism: Needing to appear in control at all times
- Avoidance Suppressing emotions rather than processing them
- Identity threat: Confusing feedback with personal failure
- Fatigue: Depleted self-regulation capacity from overwork
- Learned patterns: Childhood or cultural norms around expressing emotion

Situational barriers

- High stakes & time pressure: Tight deadlines and urgent problems push people into fast thinking where emotion drives behaviour
- Ambiguous expectations: Unclear role boundaries or conflicting priorities create stress
- Power dynamics and visibility: Being observed by senior leaders or peers increases performance anxiety and reduces willingness to show vulnerability

Before you begin: Which of these barriers feels most familiar to you? Hold that awareness as you move through the next seven days.

Emotional Regulation: Your 7-Day Practice.



Emotional regulation is the foundation of effective leadership under pressure. Over the next seven days, you'll practise one micro-skill each day, building your capacity to respond rather than react. Each day includes a focus, a task, and space for reflection.

DAY 1: Notice Your Triggers

Focus: Awareness of emotional triggers in the moment.

Noticing what happens before an emotional spike, such as the sequence of events, thoughts and cues that create the trigger is the most powerful step towards steady leadership. Track the moment-to-moment chain (what happened, what you thought, what you felt and what you did) so you can identify the actual trigger (a phrase, a tone, a deadline, a role conflict), not just the emotion that follows. Once you can pinpoint the trigger, you can design tiny experiments to change the situation or your response.

Task: Each time you feel a spike of frustration, anxiety, or irritation today, pause and name the trigger silently. What happened just before the feeling arose? Write down up to three triggers at the end of the day.

Reflection

What patterns do you notice in your triggers? Are they people, situations, or time-related?

Coach tip: You don't need to fix anything today. Just notice. Awareness is the first step to regulation.



DAY 2: Name the Emotion

Focus: Emotional labelling to reduce intensity.

Quietly labelling the feeling that you are experiencing reduces its intensity by creating distance between the emotion and your immediate reaction. Saying "I am feeling frustrated" (silently or aloud) shifts attention from the surge itself to an observable fact you can act on, giving you a small window to choose a calmer response.

Task: Each time you notice a trigger today, silently label the emotion (e.g. 'frustration', 'anxiety', 'disappointment'). Research shows naming an emotion reduces its grip. Label at least five emotions throughout the day.

Reflection

Which emotions came up most? Were any surprising or hard to name?

Coach tip: Naming isn't weakness — it's neuroscience. Labelling activates the prefrontal cortex and calms the amygdala.

DAY 3: Pause Before Responding

Focus: Creating space between stimulus and response.

Pausing before you respond creates a tiny but powerful gap between feeling and action, giving you control over tone and choice. Use a simple 4-count breath or a silent three-second count to break the automatic reply and buy space to think. That short pause reduces escalation, improves clarity and makes your responses feel deliberate rather than reactive.

Task: Before responding to any emotionally charged message or interaction today, take one full breath. Count to three silently. Then respond. Notice the difference between your paused responses and your reflexive ones.

Reflection

When was the pause hardest to maintain? What did you notice about the quality of your responses?

Coach tip: The pause doesn't need to be long. Even two seconds changes the neural pathway from reactive to intentional.



DAY 4: Reframe the Story

Focus: Cognitive reframing under pressure.

Cognitive reframing lets you change the meaning of a stressful moment so you can respond with purpose instead of panic. When pressure arises, pause, and ask: 'What is another way to interpret this?' then pick one constructive frame (learning, problem-solving or curiosity) and state it aloud. That simple shift reduces emotional intensity, opens new options and turns pressure into a practical next step.

Task: Choose one stressful situation today and consciously reframe it. Ask: 'What else could be true here?' or 'What would I tell a colleague in this situation?' Write down your original interpretation and your reframe.

Reflection

How did the reframe change your emotional state? Was it difficult to find an alternative perspective?

Coach tip: You're not denying reality — you're expanding your interpretation of it. Leaders who reframe recover faster.

DAY 5: Regulate Your Physical State

Focus: Using the body to calm the mind.

Regulating your physical state calms the body so your mind can follow. Small bodily shifts quickly lower arousal and restore clarity. Use concrete actions: a 30-second paced breath (inhale 4, exhale 6), a 60-second brisk walk or shoulder roll, or a quick progressive relaxation squeeze and release to drop tension. These simple, repeatable moves interrupt the stress loop, reduce physiological reactivity and give you a clearer platform for deliberate responses.

Task: Today, use a physical regulation technique each time you feel tension rising: unclench your jaw, drop your shoulders, or take three slow breaths. Track how many times you use a physical reset and what triggered it.

Reflection

Which physical technique worked best for you? Where do you hold tension most?

Coach tip: Your body often signals stress before your mind catches up. Tuning in physically is an early warning system.



DAY 6: Choose Your Response Style

Focus: Intentional communication under pressure.

Choosing your response style is about matching your intent and the relationship to the moment, deciding whether you need to be curious, direct, collaborative or decisive before you speak.

Use a simple rule: goal + relationship = style (e.g. clarify + peer = curious question; resolve + direct report = clear directive with support)

Pick a short opening that fits the style (curious: "help me understand...", direct: "here's what we'll do". and use it as your default until it feels natural.

Task: In every challenging interaction today, consciously choose your tone and words rather than defaulting to habit. Before speaking, ask: 'What response will serve this situation best?' Note one interaction where you chose differently than you normally would.

Reflection

What did you choose differently? How did the other person respond to your intentional approach?

Coach tip: Regulation isn't about suppressing — it's about choosing. The goal is response flexibility, not emotional flatness.

DAY 7: Reflect and Integrate

Focus: Consolidating your week of practice.

Day 7 is about weaving the six practices into a single,, repeatable routine you can use in real moments.

Run the sequence: spot the trigger, label the feeling, take a 4-count pause, reframe, use a quick physical reset, pick the response style that fits the goal and relationship.

Task: Review your notes from Days 1–6. Identify your top two insights and one micro-skill you want to continue practising beyond this week. Write a brief commitment statement for how you'll maintain this practice.

Reflection

What has shifted in how you experience pressure this week? What will you carry forward?

Coach tip: Sustainable change comes from small, repeated actions. You've built the foundation — now protect it with consistency.

Reflect on your Emotional Regulation.



Think about a recent situation where you were under pressure. Use the prompts below to reflect on how you responded and what you might do differently next time.

Scenario prompt

Recall a moment this week when multiple demands hit at once. How did you prioritise? What did you say or do first? What was the outcome?

1. What was the situation and what pressure did you feel?

2. What was your immediate response?

3. What worked well in how you handled it?

4. What would you do differently next time?

Coach tip: There are no wrong answers. The goal is awareness, not perfection. Notice patterns over time.

Critical Thinking: An Introduction.



Critical thinking helps leaders make better choices when information is incomplete, time is short, and stakes are high. It's how you cut through noise, spot flawed assumptions, and make decisions that fit your team, your values, and your context. This module gives you a practical seven-day routine to sharpen those habits.

Critical Thinking vs Decision-Making

Critical thinking and decision-making are two different things. Critical thinking is the analysis before the choice; decision-making is the choice itself. The table below shows how they differ.

Critical Thinking	Decision-Making
Purpose: To analyse, question, test, and make sense of information. What it focuses on: • Clarifying the real problem • Spotting assumptions and biases • Evaluating evidence • Generating and comparing options • Challenging your own first impressions In practice: It's the thinking work that happens before a decision is made.	Purpose: To choose a path and commit to action. What it focuses on: • Selecting the best option • Balancing trade-offs • Considering risks and consequences • Making a call even when information is incomplete • Communicating and executing the choice In practice: It's the moment of choice - and the follow-through.

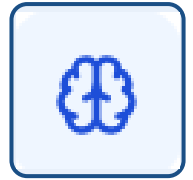
Personal barriers

- Jumping to the first workable answer: Slowing down feels risky or inefficient
- Avoiding digging deeper: Feels like exposing what you don't know
- Defaulting to intuition under pressure: Even when the situation needs more structure.
- Stuck in own perspective: Forgetting to check for blind spots or alternative views.

Situational barriers

- Everything feels urgent: Choosing speed over clarity
- Working with messy/incomplete information: Makes it hard to know what's real and what's noise
- Stakeholders push for a preferred answer: Nudging you toward agreement instead of analysis
- Juggling competing priorities: Leaving little mental space for structured thinking.

Critical Thinking: Your 7-Day Practice.



Critical thinking is a set of habits that turn noisy inputs into clear, actionable judgments. Over the next seven days, you'll practise one micro-skill each day, building your capacity to question assumptions, test alternatives, and make sharper decisions. Each day includes a focus, a task, and space for reflection.

DAY 1: Clarifying the Question

Focus: Good answers start with the right question.

Most decisions go wrong not because the answer is bad, but because the question was never clearly defined. When you slow down to articulate exactly what you're deciding, you immediately filter out irrelevant information, identify who needs to be involved, and clarify what success looks like. This single habit prevents wasted effort and misaligned action across your team.

Task: Before your next decision, write the question you're answering in one sentence and list the desired outcome and one metric of success.

Reflection

Did the clarified question change what information you needed or who should be involved?

Coach tip: You don't need to solve anything today. Just get precise about what you're actually deciding.



DAY 2: Identify Assumptions

Focus: Unchecked assumptions steer decisions off course.

Assumptions are the invisible rails your decisions run on. When they go unexamined, they can send you confidently in the wrong direction. By surfacing and stress-testing your assumptions before committing, you catch weak foundations early and make choices grounded in evidence rather than habit.

Task: For a current decision, list the top 3 assumptions that must be true for your plan to work. Mark each as known, probable, or guess.

Reflection

Which assumption felt weakest and how could you test it quickly?

Coach tip: If you can't tell whether an assumption is known or a guess, that's your signal to investigate before deciding.

DAY 3: Use a Simple Decision Filter

Focus: Filters speed up choices and reduce bias.

A decision filter is a simple, repeatable checklist that forces you to weigh options against consistent criteria rather than gut feel alone. By scoring each option on impact, effort, and risk you create a transparent rationale that's easy to communicate and defend, reducing the pull of cognitive bias and stakeholder pressure.

Task: Apply a 3-point filter to an option: Impact (high/med/low), Effort (hrs/days), Risk (high/med/low). Choose the option with the best impact/effort ratio.

Reflection

Did the filter change your preferred option and why?

Coach tip: A filter doesn't make the decision for you — it makes your reasoning visible so you can spot where emotion overrode logic.



DAY 4: Seek a Disconfirming View

Focus: Actively looking for counter-evidence reduces confirmation bias.

Confirmation bias is one of the most persistent thinking traps: once you form a view, your brain filters for evidence that supports it and discounts what contradicts it. By deliberately seeking disconfirming perspectives, you force yourself to stress-test your reasoning, uncover blind spots, and build more resilient decisions that hold up under scrutiny.

Task: Ask one colleague to play devil's advocate for 10 minutes or write three reasons your preferred option might fail.

Reflection

What new risks or mitigations emerged from the counter-view?

Coach tip: You don't need agreement from the devil's advocate — you need their best argument against your plan.

DAY 5: Run a Tiny Test or Probe

Focus: Small experiments convert assumptions into data.

When stakes feel high and information is incomplete, the instinct is to gather more opinions or deliberate longer. But a well-designed tiny test such as a 48-hour pilot, a quick survey or a limited rollout generates real-world data that no amount of discussion can replicate. Probes de-risk decisions by revealing what actually happens rather than what you think will happen.

Task: Design and run a 1-week probe or a 48-hour pilot that tests the riskiest assumption (e.g., a short user test, a limited rollout, a quick survey).

Reflection

What did the probe reveal and how will it change the decision?

Coach tip: The goal isn't a perfect experiment — it's a fast, cheap way to learn something you couldn't learn by thinking alone.



DAY 6: Use a Decision Template

Focus: Templates make thinking visible and repeatable.

When a decision lives only in your head, it is easy to skip steps, overlook trade-offs, or lose track of why you chose one path over another. A simple one-page template forces you to externalise your reasoning: what question you are answering, what options exist, what evidence supports each, and what assumptions you are making. The act of writing it down exposes gaps and makes your logic shareable and challengeable.

Task: Complete a one-page decision template (template on next page): Question, Options, Evidence, Assumptions, Recommendation, Next Steps. Share it with one stakeholder for feedback.

Reflection

How did structuring the decision change your confidence and clarity?

Coach tip: A decision template isn't bureaucracy — it's a thinking tool that takes 10 minutes and saves hours of rework.

DAY 7: Consolidate and Commit to a Thinking Routine

Focus: Habits stick when they are simple and repeatable.

You have spent six days practising discrete thinking moves: clarifying questions, surfacing assumptions, applying filters, seeking disconfirmation, and running probes. Today you consolidate those moves into a personal routine you can apply to any decision going forward. The goal is a short, memorable sequence — three steps at most — that becomes your default when a decision lands on your desk.

Task: Create a 3-step personal decision routine to use going forward (e.g., Clarify → Filter → Probe). Apply it to one real decision and log the outcome.

Reflection

Which step felt most valuable and what will you keep doing next week?

Coach tip: The best routine is the one you actually use. Keep it to 3 steps and write it on a sticky note where you'll see it daily.



One-page decision template.

Use this template for any significant decision. Fill in each section to externalise your reasoning and make it shareable.

1. Question

What exactly are you deciding? Write it as a single clear question.

2. Options

List 2-4 realistic options (including 'do nothing' if relevant).

3. Evidence

What data, feedback, or observations support each option?

4. Assumptions

What must be true for your preferred option to work? Mark each: known / probable / guess.

5. Recommendation

Which option do you recommend and why? One sentence.

6. Next Steps

What are the first 3 actions if this recommendation is approved?

Situational Judgement: An Introduction.



Situational Judgement is the leadership skill of reading a moment accurately — the people, the dynamics, the risks, and the context — and choosing the response that fits. It's not about being perfect; it's about being attuned. When you can sense what the moment needs, you avoid overreacting, under-responding, or missing cues that matter. This module builds the micro-skills that help you interpret situations quickly and act with intention.

Why situational judgement is hard

New leaders are still learning to read the mix of people, power dynamics and unspoken expectations that shape each moment. When combined with managing your own emotions, signals can be blurred or distorted leading to misinterpretation. In some fast-moving environments, there's rarely enough space to pause and sense what the moment actually needs before you respond.

Personal barriers

- Defaulting to usual style: Even when the moment needs something different.
- Focusing on the task: Not the dynamics: missing subtle interpersonal cues.
- Own emotions blur the signal: Making it harder to read what's actually happening.
- Over-indexing on hierarchy: Reading seniority as urgency, even when it's not.
- Second-guessing yourself: Makes you hesitate or overcorrect in the moment.

Situational barriers

- Fast-moving environments: Makes it harder to pause long enough to read what's actually happening.
- Hidden or unspoken expectations: Leads to responding without a clear sense of what people really need.
- Power dynamics distort signals: Especially when senior voices dominate or silence others.
- Hybrid and remote settings reduce context: Making tone, intent and tension harder to interpret.
- Conflicting priorities pull attention in different directions: Blurring what the moment is truly about.

Before you begin: Which of these barriers feels most familiar to you? Hold that awareness as you move through the next seven days.

Situational Judgement: Your 7-Day Practice.



Every interaction has its own mix of people, pressures, and unspoken expectations, and your ability to read those signals determines whether your response lands well or creates friction. When you can sense the tone, stakes, and dynamics quickly, you make choices that feel proportionate, build trust, and keep work moving without unnecessary escalation or misunderstanding. Over the next seven days, you'll practise one micro-skill each day. Each day includes:

Focus → Why it matters → Task → Reflection

DAY 1: Identify the "real" moment

Focus: Identify the "real" moment

Why: Most misjudgements happen because we respond to the surface issue, not the underlying one. When you pause to name what a moment is actually about — task, emotion, alignment, or reassurance — you immediately shift from reacting to reading. That single reframe changes the quality of your response.

Task: In your next interaction, ask yourself: "What is this moment actually about — task, emotion, alignment, or reassurance?" Write down your answer.

Reflection

Did naming the type of moment change how you approached it?

Coach tip: You don't need to get it right. Just practise noticing what the moment is really asking of you.



7-DAY FOCUS

DAY 2: Notice interpersonal cues

Focus: Tone, pace, posture, and micro-expressions reveal more than words.

People rarely say exactly what they mean. The real message often lives in how something is said — the hesitation before a response, the shift in posture, the energy drop mid-sentence. When you train yourself to track these signals alongside the words, you gain a richer, more accurate picture of what's actually happening in the room.

Task: In one meeting today, track three cues: energy level, tension level, and engagement level.

Reflection

What did you notice that you would normally miss?

Coach tip: You don't need to act on every cue — just practise seeing them. Awareness comes before action.

DAY 3: Map the stakes

Focus: Situational Judgement improves when you understand what's at risk for each person.

Every person in a situation is protecting or pursuing something — reputation, workload, clarity, speed, autonomy. When you map the stakes for each party, you stop seeing behaviour as irrational and start seeing it as logical given their position. That shift makes your response more precise and less reactive.

Task: For a current issue, list the stakes for you, the other person, and the team (e.g., reputation, workload, clarity, speed).

Reflection

How did understanding the stakes shift your interpretation?

Coach tip: When someone's behaviour puzzles you, ask: what are they trying to protect? That's usually the key.



DAY 4: Check your internal state

Focus: Your own emotions can distort how you read the moment.

Fatigue, frustration, or defensiveness act as filters that amplify some cues and mute others. When you name your internal state before engaging, you separate what belongs to the moment from what belongs to you. That single pause prevents you from projecting your own tension onto a situation that may not warrant it.

Task: Before a conversation, pause and ask: "What am I bringing into this?" (fatigue, frustration, urgency, defensiveness).

Reflection

Did your internal state amplify or mute certain cues?

Coach tip: You don't need to fix your state. Just name it so it doesn't drive the conversation.

DAY 5: Test your interpretation

Focus: Situational Judgement improves when you verify, not assume.

We often act on our interpretation of a moment without checking whether it's accurate. A simple clarifying line — 'Just to check I'm reading this right...' — turns assumption into dialogue. It signals attentiveness, builds trust, and prevents you from solving the wrong problem.

Task: Use a simple clarifying line in your next conversation: "Just to check I'm reading this right..." then summarise what you think is happening.

Reflection

What changed when you validated your read of the moment?

Coach tip: Checking your read isn't a sign of uncertainty — it's a sign of precision. The best leaders confirm before they commit.



DAY 6: Match your response to the moment

Focus: The right response depends on what the moment needs — not your default style.

Most of us have a default mode — we go direct when we should be curious, or supportive when the moment needs clarity. When you consciously choose a response mode that matches what the situation actually requires, your interventions land with more precision and less friction.

Task: Choose one of four response modes (curious, direct, supportive, collaborative) and apply it intentionally in a real interaction.

Reflection

Did the moment improve when your style matched the need?

Coach tip: Matching your style to the moment isn't people-pleasing — it's strategic communication.

DAY 7: Build your situational script

Focus: A simple routine helps you read moments consistently.

Situational Judgement isn't magic — it's a repeatable skill. When you codify your approach into a short personal script (Observe → Interpret → Respond), you create a reliable routine that works even under pressure. Over time, the script becomes instinct. You may also find the 'Read the Moment' snapshot template on the next page useful.

Task: Create a 3-step personal script, e.g.: Observe → Interpret → Respond. Use it once today in a real conversation.

Reflection

Which step gave you the most clarity?

Coach tip: The best script is the one you'll actually use. Keep it to three words or fewer per step.



Read the Moment — Snapshot

A quick-scan tool for leaders. Use before or after any interaction to build the habit of interpreting context before choosing your response.

1. What type of moment is this?

2. What signals am I noticing?

3. What's at stake?

For me:

For them:

For the work:

4. What's my best guess at what this moment needs?

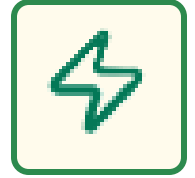
5. What response mode fits?

Why it works

It forces clarity before action and builds the habit of interpreting context. Over time, this snapshot becomes second nature — a mental pause that turns reactive moments into intentional ones.

Coach tip: Print this page or keep it on your phone. Use it for 21 days and watch your situational awareness sharpen.

Change Agility: An Introduction.



Staying adaptable, steady, and effective when things shift around you.

Change Agility is the ability to stay flexible, resourceful, and grounded when priorities, expectations, or conditions shift. It's not about loving change, it's about responding to it with clarity rather than friction. Leaders who build change agility can adjust quickly, maintain momentum, and help others stay steady through uncertainty.

Why change agility matters

Change is constant — new priorities, new stakeholders, new constraints, new information. Your ability to adapt quickly determines whether you stay effective or get stuck. When you can shift gears without losing clarity, you reduce stress, maintain credibility, and keep your team moving. Change agility helps you respond to reality as it is, not as you wish it were.

Why it's hard for emerging leaders

You're still building confidence, routines, and mental models — and change disrupts all of them. You're often navigating ambiguity while trying to prove yourself, which makes shifting direction feel risky. And because you're still learning how the organisation works, unexpected changes can feel personal or destabilising. Fast-moving environments leave little time to process before you must act.

Personal barriers

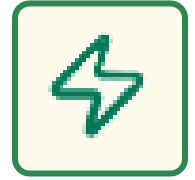
- You cling to the original plan, even when the situation has clearly shifted.
- You feel destabilised by ambiguity, making it hard to move without full clarity.
- You interpret change as a threat, not a normal part of leadership.
- You overthink adjustments, slowing down when speed is needed.
- You worry that changing direction looks indecisive, so you stick too long with the wrong approach.

Situational barriers

- Priorities shift suddenly, leaving little time to recalibrate.
- Stakeholders change direction without context, making adjustments feel arbitrary.
- Teams resist change, creating friction that slows momentum.
- Information arrives in fragments, making it hard to know what's truly important.
- Multiple changes stack at once, overwhelming your cognitive bandwidth.

Before you begin: Which of these barriers feels most familiar to you? Hold that awareness as you move through the next seven days.

Change Agility: Your 7-Day Practice.



Change is the one constant in modern work — and your ability to stay steady, flexible, and clear-headed through it determines whether you lead effectively or get stuck reacting. Over the next seven days, you'll practise one micro-skill each day that builds your capacity to adapt without losing momentum or clarity. Each day includes:

Focus → Why it matters → Task → Reflection

DAY 1: Notice the Shift

Focus: Notice the Shift

Why:

Change agility starts with recognising that something has actually changed. Most shifts begin subtly — a new tone in a meeting, a stakeholder asking different questions, a deadline that moves by a day, a priority that suddenly gets more airtime. Emerging leaders often miss these early signals because they're focused on execution, not context. When you train yourself to spot even small shifts, you stay ahead of change instead of reacting after the fact. This awareness becomes the foundation for every other agility skill.

Task:

In your next meeting, update, or message thread, identify one thing that has shifted. Look for changes in:

- priority (what now seems more important)
- pace (what suddenly feels faster or slower)
- stakeholder involvement (who is now paying attention)
- expectations (what people are emphasising or questioning)
- constraints (time, resources, approvals)
- tone (urgency, concern, confidence, hesitation)

Write it down in one sentence:

"The shift I noticed is..."

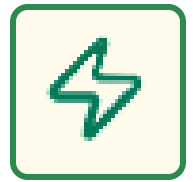
Your only goal today is to build the habit of noticing.

Reflection

Did noticing the shift early change how you approached the work?

What would you normally have overlooked?

Coach tip: You don't need to act on every shift you notice — just name it. The habit of seeing change early is what separates reactive leaders from adaptive ones.



DAY 2: Clarify What Still Matters

Focus: Anchor yourself in what hasn't changed to reduce overwhelm.

Change feels destabilising when everything seems to be shifting at once. Anchoring yourself in what hasn't changed gives you stability, reduces overwhelm, and helps you adapt without losing direction. When you can separate the moving parts from the fixed ones, change becomes clearer and far less chaotic.

Task: Pick one active project and list what has changed and what has not changed — priorities, stakeholders, timelines, constraints, or expectations. This contrast helps you see that even in uncertainty, some elements remain steady. Use those stable points as your anchor for the week.

Reflection

Which constants helped you feel more grounded?

Did separating the stable from the shifting change how you approached the work?

Coach tip: Stability isn't resistance to change — it's knowing which foundations still hold so you can move with confidence.

DAY 3: Identify the Smallest Adaptation

Focus: Small, fast adjustments keep momentum alive better than big pivots.

Agility isn't about big pivots — it's about small, fast adjustments that keep momentum alive. When change hits, leaders often freeze or overcorrect, but the most effective response is usually a tiny shift in approach, order, communication, or expectation. Small adaptations compound into real agility.

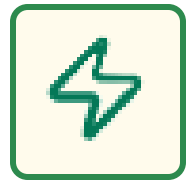
Task: Choose one piece of work and make a micro-adjustment: reorder a step, tighten a message, clarify a dependency, or adjust a timeline slightly. The goal is not perfection — it's movement. A 5% shift is enough to build the habit.

Reflection

How did the small adjustment improve clarity or momentum?

What made this micro-shift easier than a big change?

Coach tip: You don't need a perfect plan — just one small move that keeps things in motion. Momentum beats precision early on.



DAY 4: Ask a Clarifying Question

Focus: Clarifying questions cut through ambiguity and reveal what actually matters now.

When things shift, assumptions multiply — and they're usually wrong. Clarifying questions cut through ambiguity and help you understand what actually matters now. Leaders who adapt well don't wait for perfect information; they ask early, simple questions that reveal the new direction.

Task: In your next conversation, ask one clarifying question such as:

"What's the most important thing to adjust first?"

This keeps you aligned with reality instead of guessing.

Reflection

What did the answer reveal that you hadn't considered?

Did asking early reduce uncertainty or rework?

Coach tip: A good clarifying question isn't a sign of confusion — it's a sign you're paying attention to what's shifting.

DAY 5: Re-prioritise with a 3-item List

Focus: Narrowing your focus to three priorities forces clarity and prevents overwhelm.

Change creates clutter — suddenly everything feels urgent. Narrowing your focus to three priorities forces clarity and prevents overwhelm. This small constraint helps you move faster and stay effective even when the landscape shifts.

Task: Rewrite your priorities for today using only three items. Anything that doesn't make the list becomes optional or deferred. This is how you regain control in shifting conditions.

Reflection

What fell off the list, and why was that the right call?

Did the constraint help you feel more focused or less reactive?

Coach tip: Three items isn't a limit — it's a lens. It forces you to name what actually matters today, not what felt urgent yesterday.

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