



LEADERSHIP

IMPACT GUIDE



MATT HAVENS

MAKE YOUR GOALS
TEAM
LEADERSHIP HUMAN
BUSINESS
CULTURE

Hello! And thank you for taking a step to make your leadership more human with the Leadership Impact Guide.



Over the course of my career in corporate America, I was always fascinated with the multitude of approaches towards leadership. I read all the books I could get my hands on – and there was no shortage of experts and excerpts telling me how to be the best leader I could be. I watched leaders around me – above and below on the org chart - to study their approaches. After I left corporate America and began speaking to audiences all across the world, I was exposed to almost every industry and talked with leaders across all functions of business.

What I learned was shocking. There were not multiple approaches to being a successful leader. There is only one way: The Human Way™. When leaders make the simple shift to put people first, leaders and their teams thrive. Period.

Now that is not to say there is a one-size-fit-all solution, and that's because people are intrinsically individual. The Leadership Impact Guide is designed to help you recognize both the individuality of your own leadership and the individual needs of your team. In short, the Leadership Impact Guide is designed exclusively for YOU. Let's talk about how to use this resource so you can maximize the experience:

1. BE HONEST

There will be times where you will be asked to reflect on past experiences or dig deep into your own thoughts and emotions. You will only get out what you put in, so be honest and commit to the action items throughout.

2. ACKNOWLEDGE WHEN THE ANSWER IS “I DON'T KNOW!”

The guide is not intended to be completed in one day. Some exercises will take additional thought, time or conversation. Give yourself the permission to find the answers and come back to the guide once you have found them.

3. SEEK INPUT FROM OTHERS

While designed exclusively for you, the guide is not a diary. Be willing to receive input from those around you: family members, team members, coworkers, and mentors. Their input may be instrumental in your development.

The Leadership Impact Guide will give you a resource you can put into play now and revisit again in the future. If you're honest and ready to find the answers, you can make an impact. After all, leadership has always been and will always be about making an impact in the lives of those you lead. Let's get to work!

IN ORDER TO MAKE YOUR BUSINESS HUMAN
AND LEAD FROM A PEOPLE-FIRST APPROACH,
YOU MUST FIRST ACKNOWLEDGE AND ACCEPT
FOUR HUMAN TRUTHS:





As Humans,

1. WE ARE ALL SEARCHING FOR OUR _____.
2. WE ALL DEAL WITH _____ AND _____.
3. WE ARE IN A CONSTANT BATTLE WITH _____.
4. WE ALL HAVE THE ABILITY FOR _____.

As a leader, it is your responsibility to create an environment which supports these tenets. This is how you make your business, your team, your leadership.....

HUMAN.



COMMUNITY



Community is more important than ever. The internet and social media have given us the false impression that our world is bigger than ever before. That idea is cemented when we look at the thousands of “friends” or social media followers we each have.

But the world is still the same size it has always been. The population may have grown and our consciousness of its size may have become clearer, but the kind of community we are looking for hasn't changed.

Therein lies the Hundred Human Principle, which shows us we are all searching for approximately one hundred people to be a part of our personal community.

Communities are built on trust, safety, belonging, and a host of other attributes, but they begin with a sense of IDENTITY. Before building a community at work, let's take a moment to reflect upon your personal community and the identity within it.

WHO ARE THE FIRST 25 PEOPLE WHO HOLD A PLACE IN YOUR MIND AND HEART

(As it pertains to the Hundred Human Principle)

_____	_____
_____	_____
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Why do these people make up your Community?

Excluding the obvious reasoning of their title (i.e. family, Mother, friend), why does this person hold a spot in your Community? What shared experiences or emotional connections come to mind when talking about these people? Are there common themes? Be specific and list as many reasons possible.

WHO ROUNDS OUT YOUR TOP 100



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A column of 15 horizontal black lines for writing, spaced evenly down the right side of the page.

LAST 25



HUMAN LEADERS DON'T BLUR THE LINES BETWEEN WORK AND LIFE.

In fact, work/life balance should not exist because these leaders understand our shared desire for community and they strive to bring the emotional connections within the Hundred Human Principle to life at work, too. People should not have to pick between work and life!

How will I bring those same emotions with me to work and in the team(s) I lead?

1. I WILL _____

2. I WILL _____

3. I WILL _____

4. I WILL _____

5. I WILL _____



This page is intended for leaders with direct reports.

You have identified the emotions and role that community plays for you and how to create a culture consistent at home and in the workplace. Now, let's shift focus towards the workplace and our team(s).

LIST OUT THE NAMES OF EMPLOYEES/DIRECT REPORTS

For each person you listed, place a checkmark next to their name if you can confidently answer what this community means to them. Write down your responses below:

For each person you did not check mark, go find the answers. What does this community mean for them? Write down your findings below:

As their leader, what specific strategies will you implement to be the leader they need?



FEAR AND
FAILURE

If a high-performing team is the end goal of successful leadership, then psychological safety is where leaders need to begin. Studies have repeatedly concluded, perhaps most famously with Google's Project Aristotle, that effective teams have members who feel safe enough to take risks and be vulnerable in front of each other. As leaders, the first way to build a culture of safety is to be vulnerable and accept our own failures.

WRITE DOWN YOUR 3 MOST SIGNIFICANT FAILURES IN LIFE/WORK:

HOW DID YOU FEEL DURING OR IMMEDIATELY AFTER THESE FAILURES?



FOR EACH FAILURE, WRITE 3 POSITIVE BENEFITS OR LEARNINGS FROM THE EXPERIENCE:

HOW HAVE THESE FAILURES IMPACTED THE WAY YOU LEAD TODAY?

Failure is inevitable. It's not a matter of IF, but WHEN we fail and how we respond – and how we respond as leaders - which drastically impacts the outcome. A leaders job is to understand the driving force behind the failures. In short, WHY did we fail?

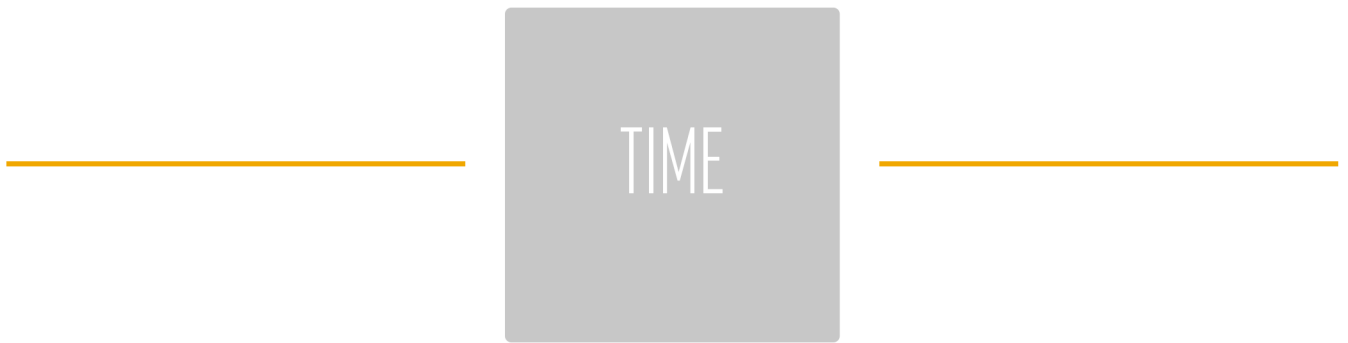
**Did fear play a factor?
Is there an education/training gap?
Lack of confidence?**

In what ways might your team fail this year?

What obstacles could get in the way of success?



HOW WILL YOU RESPOND TO THESE FAILURES?



TIME

URGENCY

PATIENCE

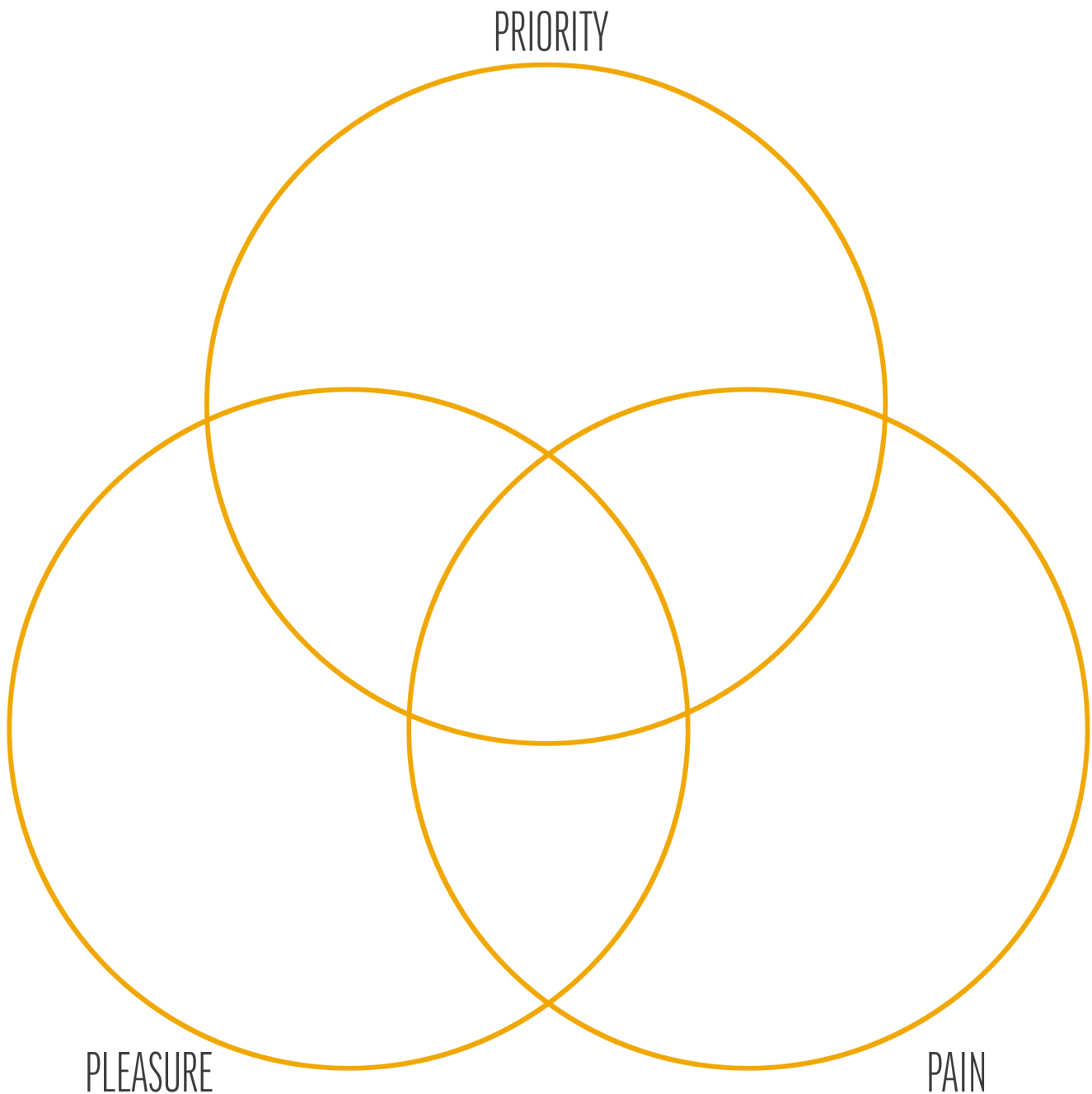
Time can impact – and our perception of time can impact – our behavior and the behavior of people around us. Regardless of where we are today in our relationship with time, one of the few things we can control is where we give priority. Being human is about giving priority to our time here.

WHAT ARE YOUR 3-5 MOST IMPORTANT STATED PRIORITIES?



WHERE DO YOU GIVE PRIORITY?

Looking back over your calendar, categorize your activities and how you spend your time into the buckets below.





CHOICE

EVERY DAY
MOMENT
ACTION
REACTION
FEELING
DECISION **IS A CHOICE**

The moment we taken ownership of our choices – and this beautiful ability we have to make choices – the more rewarding our success will be.

You have a choice who makes up your community. **Build it with intention.**

You have a choice in how you perceive failure. **Prepare for it and expect it.**

You have a choice in how you spend your time. **Prioritize it.**

And you have a choice in the type of leader you want to be. **Own it.**

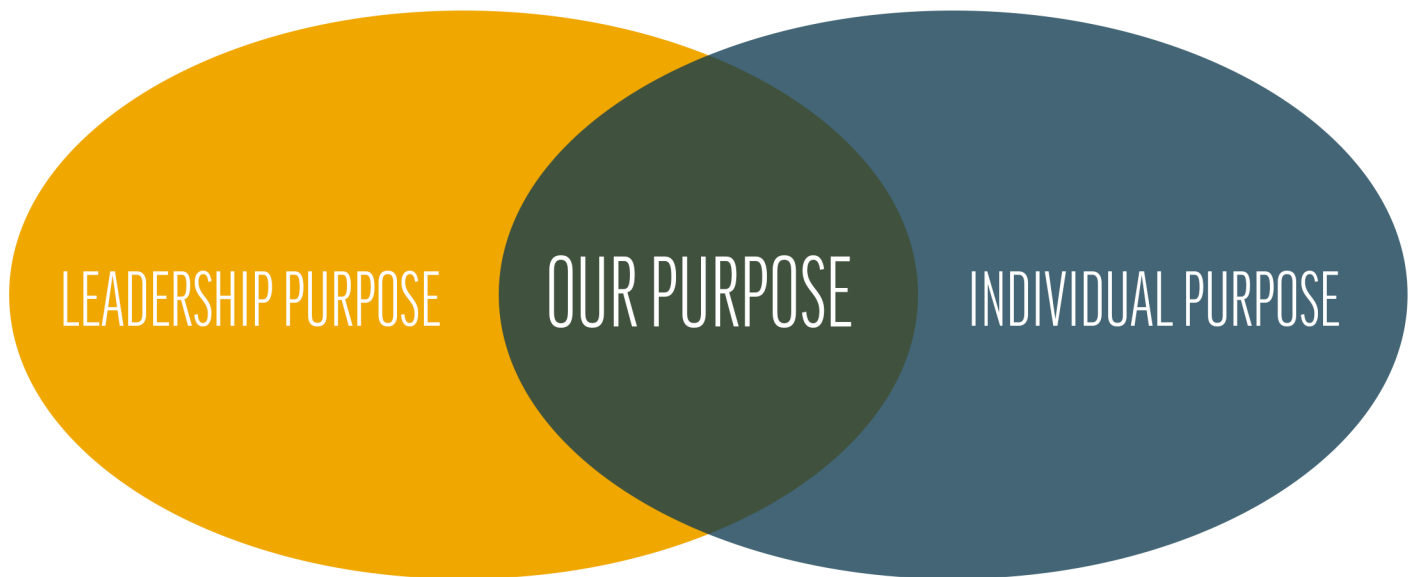
**WHAT IS IMPORTANT TO YOU IN
YOUR PERSONAL LIFE?**

**WHAT IS IMPORTANT TO YOU IN
WORK?**



My Leadership Purpose:

A large, empty rectangular box with a thin black border, intended for writing a personal leadership purpose statement.



RIGHT NOW GOALS:


What specifically will you accomplish within the next 3 months? How will your work environment look? What will people be saying and doing so you know you're on the right track?



RIGHT NOW GOALS LEAD TO PATIENCE GOALS.

Patience goals are often long-term or bigger issues critical to transformational success. When your Right Now goals are successful, what specifically will those successes allow you to push forward on?

**What do you need to
Start doing, Stop doing, or Continue doing
to reach your goals?**



START



STOP



Continue

NOW GO EXECUTE AND

MAKE YOUR GOALS

TEAM

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