



90-DAY LEADERSHIP DEVELOPMENT Workbook

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Welcome to Your 90-Day Leadership Transformation

This workbook is designed to guide you through a focused leadership journey over the next 90 days. Divided into four modules—Emotional Intelligence, Strategic Leadership, Change Leadership, and Team Development—you'll reflect, take action, and measure progress each step of the way.



Quick Start Checklist

Component	Description	Target Timeline
Initial Assessment	Complete the Leadership Assessment Score	Day 1
Module Planning	Review all four modules	Days 2–3
Goal Setting	Define 90-day leadership goals	Days 4–5
Success Metrics	Set baseline KPIs for each area	Days 6–7



Leadership Assessment Score (LAS)

Rate yourself on a scale of 1 to 5 (1 = Developing, 5 = Mastering):

Competency Area	Score (1–5)
Emotional Intelligence	
Strategic Leadership	
Change Leadership	
Team Development	

Revisit this score at Day 30, 60, and 90.

Module 1: Emotional Intelligence

Objectives

- Increase emotional self-awareness
- Develop empathy and resilience

Key Activities

Daily Emotion Log (sample below):

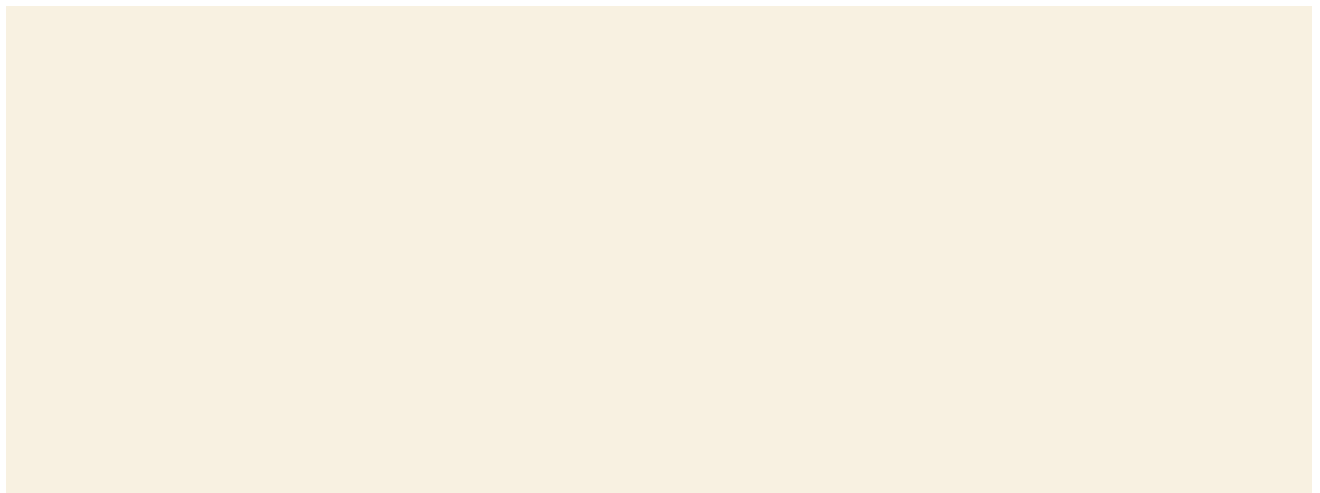
Date	Situation	Emotion	Trigger	Response	Alternative Response

Weekly Reflection Prompt:

What emotional patterns emerged?

How did you respond vs. how you'd like to respond?

Outcome:



Improved relationship-building and emotional regulation

Module 2: Strategic Leadership

Objectives

- Improve decision-making and long-term planning

Key Activities

Daily Emotion Log (sample below):

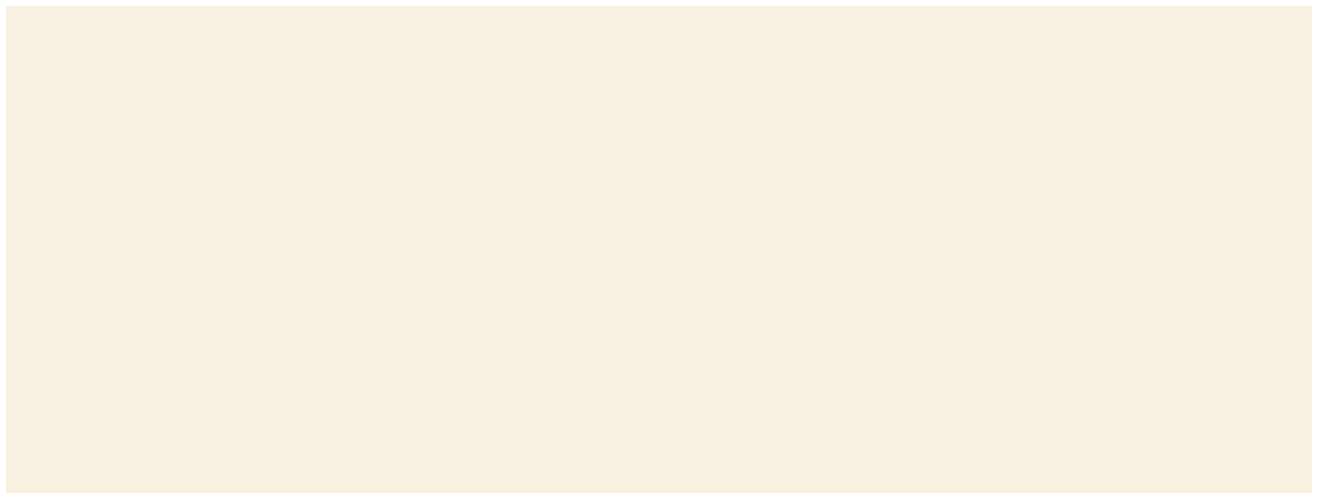
Date	Situation	Emotion	Trigger	Response	Alternative Response

Weekly Reflection Prompt:

What's your 12-month leadership vision?

What 3 key priorities will guide your decisions?

Outcome:



Aligned strategic thinking with actionable execution

Module 3: Change Leadership

Objectives

- Lead change efforts with clarity and resilience

Key Activities

Daily Emotion Log (sample below):

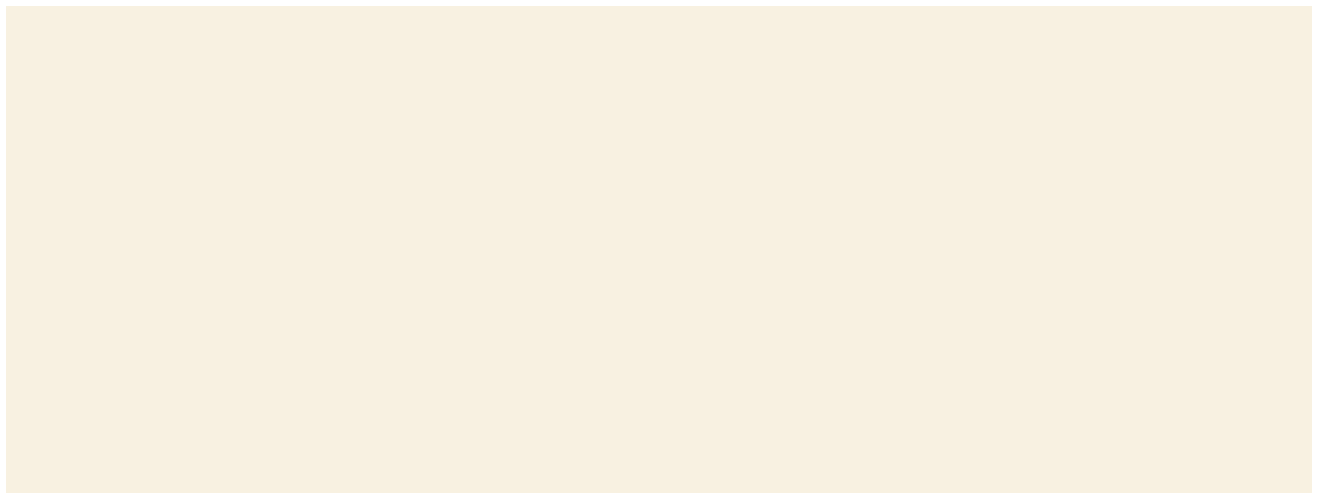
Date	Situation	Emotion	Trigger	Response	Alternative Response

Weekly Reflection Prompt:

How do you manage resistance to change?

What are you learning about adaptive leadership?

Outcome:



Stronger change facilitation and stakeholder engagement

Module 4: Team Development

Objectives

- Foster collaboration and increase team alignment

Key Activities

Daily Emotion Log (sample below):

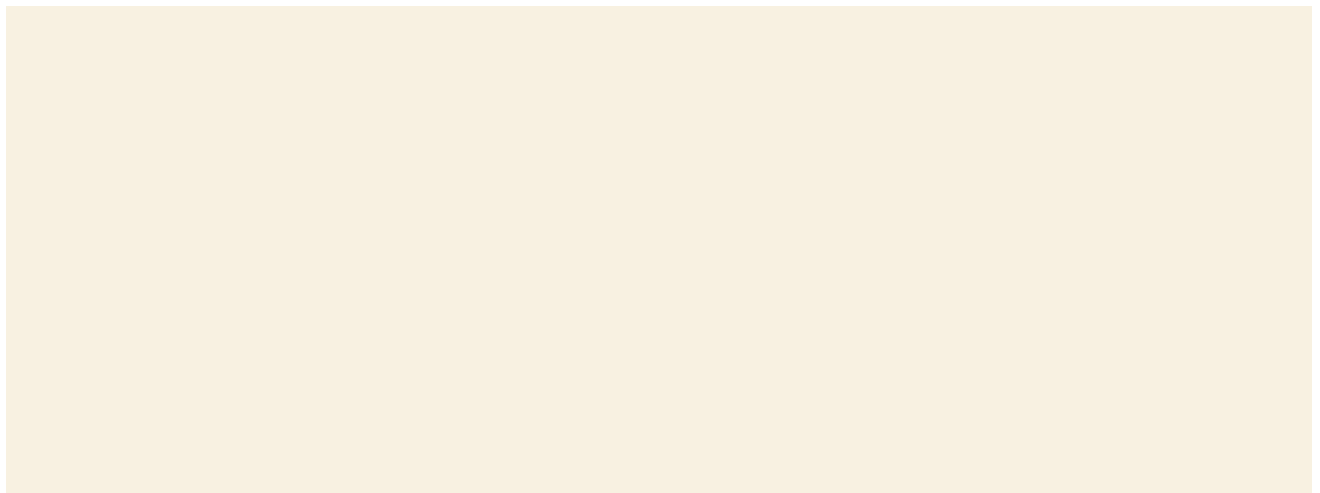
Date	Situation	Emotion	Trigger	Response	Alternative Response

Weekly Reflection Prompt:

What are the current strengths and gaps in your team?

How are you contributing to team alignment?

Outcome:



Enhanced team collaboration and trust-building

Progress Review

Track your progress at 30, 60, and 90 days

Competency Area	Initial	30-Day	60-Day	90-Day
Emotional Intelligence				
Strategic Leadership				
Change Leadership				
Team Development				

Support System

Resource	Purpose	Frequency
Coaching Sessions	Guidance and accountability	Bi-weekly
Peer Reviews	Fresh perspective	Monthly
Action Learning	Real-world application	Weekly
Resource Library	Continued learning	As needed

Final Reflection

1. What was the most meaningful change you experienced?

2. Which leadership skill grew the most?

3. What will you carry forward into your leadership journey?

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