

## Habit 1. Reluctance to Claim Your Achievements

### Questions:

- Reflect on recent tasks and aspects of your work where you avoid or choose not to claim credit; is there a pattern?
- How might you claim credit for your achievements in a way that makes you feel comfortable and empowered?
- What behaviours can you learn from other women who are skilful at owning their achievements?
- What have you seen your female team members achieve recently that they have not claimed credit for and how can you encourage them to be comfortable claiming credit?

## Habit 2. Expecting Others to Spontaneously Notice and Reward Your Hard Work

### Questions:

- What is your greatest aspiration for success in your current role?
- How would you articulate that to others in the form of an **Elevator Pitch**?
- Who in your organisation do you need to share this with in order to ensure that your contributions are seen and your aspirations met?
- What can you do to help those in your team develop their own aspirations and Elevator Pitch?

## Habit 3. Overvaluing Expertise

### Questions:

- Identify a specific example(s) of where you recognise that you overtly play an 'expert role'. Why do you do this and what are the implications for you?
- What can you do differently to hand off your 'expert role' and responsibilities?
- Who in your team could lead on these responsibilities, in a way that helps them develop as a manager and leader?

## Habit 4. Building Rather than Leveraging Relationships

### Questions:

- Create a list of people that are key to your current and future success. On a scale of 1 to 10, which relationships are well established and which ones need more attention?
- With your priority relationships, what do you need to do to leverage them more effectively and for mutual benefit?

## Habit 5. Failing to Enlist Allies from Day One

- Who are your key allies and how do you support one another?
- What can you do to strengthen your relationship with them?
- What new alliances do you need to form and what steps can you take to connect and build those relationships?

## Habit 6. Putting Your Job Before Your Career

Questions:

- Where are you putting loyalty to your team above your own career ambitions?
- Which members of your team could you encourage and support to take on greater responsibility, to develop them as managers, and free up your leadership bandwidth?
- How well do you communicate your ambitions to leadership?

## Habit 7. The Perfection Trap

Questions:

- In your life, where and how do any perfectionist tendencies manifest?
- In what situations are you exerting more control than you should?
- What are the implications of this behaviour for you?
- How might you effectively delegate to, and empower, your team/others?

## Habit 8. The Disease to Please

Questions:

- Reflect on any situation you have been overly eager to people please?
- How did this behaviour manifest itself?
- What do you gain from 'people pleasing'?
- In what ways does people pleasing limit your effectiveness as a manager/leader?

## Habit 9. Minimizing

Questions:

- When and how do you exhibit minimising behaviour?
- When you do minimise, what do you Do (Action), Think (Cognition) and Feel (Emotion)?
- What change in behaviour would increase your presence and make it felt by *everyone* around you?

## Habit 10. Too Much

### Questions:

- Reflect on a time when you believe you displayed more emotion, used too many words, or disclosed too much. Is your assessment valid?
- In your mind's eye, visualise how you want to behave differently in the future?
- How might you catch yourself, so that you can respond in a way that is more balanced and not 'too much'?

## Habit 11. Ruminating

### Questions:

- What do you most commonly ruminate about?
- In what specific situations do you find yourself replaying old stories?
- If you were to identify one piece of learning from these stories, what would it be?
- What one thing could you do to interrupt the re-running of old stories?
- Can you do this on your own, with the help of a professional coach, or do you need support from a mental health professional?\*

## Habit 12. Letting Your Radar Distract You

### Questions:

- Identify the type of situation(s) in which your radar distracts you. What benefit do you get from allowing these distractions and what are the unintended consequences to you?
- How might you reframe the situation?
- If you were to make one commitment to yourself to reduce distraction, what would it be?