**Knowledgeable and Continual Learner** (7 cards)

* Build in time for reflection in general – reading
* Communicate standards and my own examples of leadership and +’s / -‘s
* Dedicate time for think – recap experiences & conversations
* Drafting an email and holding in the draft folder for reflection
* I ask myself, “What would I do if I knew…”
* I keep a “wonder log” of questions and curiosities: “I wonder if…”
* Press the pause button…
* Review latest research – read “headlines” of latest research at least few times a week.
* Share facts and research in non-judging/bossy manner. Share to advance project, not make me “look good.”

**Network Weavers** (2 cards)

* I have an idea of who will be in the room and who they might want to meet and why. Then I find a way to connect them to make it mutually beneficial.
* Use peer consultation. I like to check my assumptions with others I trust and whose opinion I value.

**Self-Aware** (9 cards)

* After-Action: ask for feedback from a colleague
* Before-Action: prep by clarifying my intentions
* Consult with others in my office
* Driving home in silence (no radio) to process the day.
* In-Action: observe body behavior + pause the button
* Journal to get clear about my intentions and goals
* Pause a few times throughout the day to write down how I’m feeling (assign an emotion to it) to identify what’s caused that feeling.
* Prep by clarifying intentions
* Prepare by clarifying actions after-reflect
* Prioritize and eliminate tasks and work when I have reached my limit (or am approaching my limit).
* Take time to consider other perspectives:
	+ Let emotion simmer down
	+ Explicitly consider others’ and alternative points of view
	+ Release their energy that I’m holding and vice versa (sorry if that’s too woo-woo)

**Big Picture and Brass Tacks** (13 cards)

* After Action Reflection: walk and ask myself, “What just happened today?”
* Build in a practice of quiet “deep work” time (2 hours a day). Dedicate 1 hour of this time to reflect on ideas, implementation, mapping through journaling.
* Clarify action items
* Dedicate time for thinking
* Diagram beforehand how the challenge connects to big picture and how to relate that to meeting people where they are in conversation and practice.
* Go to the balcony for a different perspective
* I invest a lot of time in preparing. Then I pay attention to how/when the project/discussion is progressing in ways that are different than I imagined during my pre-planning and invite input to understand why so that we can quickly course-correct.
* I journal to get clear about my goals so I can be explicit about them in action.
* Journal to seek clarity and bottom line intention
* Prep by gathering data, building contents, analyzing to get the work done
* Step away from the work to process on it…for me, it’s going for a run.
* Think out loud
* Wait 24 hours before making a big decision. Then relook at the situation
* Write up the big questions that are motivating the group

**Great People Person** (12 cards)

* Before Action Review / After Action Review
* Before action: in situations where I think there is potential for people to feel disgruntled or irritated, take care to have a word, explain, include, copy in, etc.
* Change the venue
* Go for a long walk
* I spend a great deal of time thinking through different scenarios/conversations – how can I accomplish end goal with my words and relationships
* In difficult conversations…
	+ Recognize it’s difficult
	+ Pause to give it space
	+ Name the difficulty
	+ Ask participants to reflect on difficulty – feeling, ideas, solutions
	+ Collectively discuss the group reflections
* Intentionally make space before/after an interaction or meeting to “chat” talk about other than work items
* Journal daily
* Regular down time without people to be with self alone
* Test intuitive EI to increase capacity
* Try and tie the interests of staff (those I supervise) with specific assignments or roles
* Value the one-on-one conversation I’m in – the human interaction – higher than the problem or task we’re working on.
* When you show up with your best trait and things don’t go well: debrief with people individually to check in, mediate, smooth over

**Masterful Communicator** (7 cards)

* Courage to clarify concerns and questions.
* Deep listening: when I’m triggered or think I know the answer right away, I still hold back and let the other person fully express themselves
* Do day to day stuff to stop thinking
* Editing for the reader, not for my ego.
* Listening/reflecting
* Reflection before action: I send an email to everyone responsible for bringing materials/data to our meeting to make sure we’re all on the same page—write it out to make sense of it
* Reflection before action: Scripting, or playing out the scenario in my head like a play
* Talking/listening partner
* When I am headed into an important or potentially difficult meeting or interaction, I use the GRACE method:
	+ Gather my attention
	+ Reflect on my intention
	+ Attune to myself & others
	+ Consider what will truly be of service (to the other, the org, the need, etc.)
	+ Engage, then End