



Capacity Building
Solutions

LEADERSHIP RESET & RENEWAL CHECK-IN TOOL





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The tool is a structured, yet flexible resource designed to help leaders and teams cultivate intentional growth, deeper self-awareness, and renewed energy. Whether used during monthly meetings, retreats, or quarterly strategy sessions, this tool offers practical prompts and exercises that support leaders in letting go of limiting beliefs, assessing their energy across key domains, delegating with purpose, designing recovery strategies, clarifying identity-driven leadership visions, and committing to bold action. It also fosters ongoing accountability and trust through triad conversations and quarterly reflections, making it an invaluable framework for sustained leadership development and personal renewal. Use it at monthly meetings, retreats, or quarterly planning sessions.



1. Letting Go Practice



Prompt:

"Identify one thing you need to let go of to move forward as a better leader."

Examples:

- ◆◆ An outdated identity (e.g., "I have to do it all")
- ◆◆ A limiting fear (e.g., fear of being judged)
- ◆◆ An unhealthy relationship (e.g., co-dependence with a team member)
- ◆◆ A self-defeating habit (e.g., overchecking email)

Letting go is the first step toward creating space for something new



2. Weekly Energy Self-Assessment

Rate each domain from 1 (low) to 5 (high):

Energy Domain	Score	Reflection
Physical (sleep, movement)		
Emotional (resilience, patience)		
Mental (focus, clarity)		
Spiritual (meaning, inner peace)		

Consider tracking this weekly to notice patterns and course-correct early.



3. Delegation Commitment



Prompt:

"What's one project, decision, or relationship you're holding too tightly?"

- Commit to delegating it this month and identify to whom.
- Share your why with the group.

Delegation isn't a loss of control—it's a vote of confidence in others.



4. Recovery Strategy Menu

Work together to build a group menu of recovery tools.

Short-Term (Daily/Weekly)

- ◆◆ 10-minute nature walks
- ◆◆ No-laptop evenings once a week
- ◆◆ 5-minute breath resets

Medium-Term (Monthly/Quarterly)

- ◆◆ Unplugged weekends
- ◆◆ Creative hobby retreats
- ◆◆ Silent half-days or journaling mornings

Long-Term (Annual/Biannual)

- ◆◆ Post-project sabbaticals
- ◆◆ Scheduled reset weeks
- ◆◆ Travel or learning immersion experiences

Recovery isn't a luxury—it's a leadership capacity multiplier.

Short-Term	Medium-Term	Long-Term



5. Future Session Exercise: Identity Vision

Invite each member to prepare and share in a future session:

◆◆ *"I want to be the kind of leader who..."*

◆◆ *"To become that leader, I must..."*

This exercise brings clarity to aspiration and necessary transformation.



6. Quarterly Reflection Prompts

Use these two questions for deeper introspection every quarter:

◆◆ *"What do I want my business to feel like in 12 months?"*

◆◆ *"What version of me is required to lead that business?"*

Aligning internal identity with external vision unlocks growth.



7. Rotating Triads Between Meetings

Organize rotating triads (3-person groups) that meet for 30–45 minutes between monthly sessions.

Sample Themes:

◆◆ “Where am I resisting trust?”

◆◆ “What feedback am I avoiding?”

◆◆ “What am I pretending not to know?”

◆◆ “Where am I playing small?”

◆◆ “What fear is running the show this week?”

Small groups create brave spaces for honest reflection and breakthrough insights.



8. Bold Move Accountability



Prompt:

"Name one bold move you've been postponing."

Examples:

- ◆ Firing someone
- ◆ Raising prices
- ◆ Taking time off
- ◆ Launching that new product/service
- ◆ Having the difficult conversation

- Write it down.
- Say it aloud.
- Set a date.
- Share updates next session.

Bold action often begins with bold clarity.

