



Capacity Building  
Solutions

# LEADERSHIP WHEEL ASSESSMENT TOOL





# TABLE OF CONTENTS

Introduction	03
Your Life & Your Role	04
The leadership wheel	05
Your Action	06
Your Knowledge & Your Team	07
Your Decisions	08
Your Words	09
Questions & Answers	10





# INTRODUCTION

Leadership is multi-dimensional. It's not just about strategy, decision-making, or communication—it's about how all of these pieces fit together to create balance, consistency, and credibility. Too often, leaders focus on one area of strength while neglecting others, which leaves gaps that affect their teams and organizations.

The Leadership Wheel Assessment is designed to give you a clear, structured way to reflect on your leadership across key dimensions: your life, your role, your actions, your knowledge, your team, your decisions, and your words. Each category provides statements for you to rate, helping you see where you are strong, where you may be off balance, and where you need to grow.

The goal isn't perfection—it's awareness. By taking this assessment seriously, you'll begin to see patterns in your leadership approach, uncover blind spots, and identify practical steps to become more effective. A strong leader doesn't just excel in one part of the wheel; they keep the whole thing turning smoothly. This tool is meant to help you do just that.



## Your Life & Your Role

1 Strongly Disagree

3 Agree

5 Netural

2 Disagree

4 Strongly agree

## THE LEADERSHIP WHEEL



Category	Statement	Rating (1-5)
Your Life	I build my life around what is important to me and the people I care about.	
Your Life	I strive to have passions for things outside of work that are constructive	
Your Life	Happiness is my reality, not just a goal or infrequent occurrence.	
Your Life	Being healthy is a priority for me.	
Your Life	I value being a giver in life more than being just a taker.	
Your Life	I keep score on the things that matter and avoid getting bogged down in the unimportant.	
Your Life	I maintain a good balance in my life.	
Your Life	I am present, and in the moment with the people I care about on a consistent basis.	
Your Life	I spend the most time with people who make me feel good about myself and life in general.	
Your Life	I tend to my important family relationships regularly, like a well-cultivated garden.	
Your Life	I build friendships outside of work and home.	
Your Life	I make non-work time for myself, even if in bits and pieces.	
Your Life	I strive to keep a balanced and proper perspective, knowing few things constitute a real crisis.	

Category	Statement	Rating (1-5)
Your Life	I work hard not to bring work stress home.	
Your Life	I avoid living life as an emotional rollercoaster.	
Your Life	I actively think about the legacy I want to leave and strive to live it.	
Your Role	I strive to operate at my highest and best use to the organization.	
Your Role	I delegate decision-making whenever possible and focus on the truly important issues.	
Your Role	I think like an orchestra conductor, getting all the pieces working together in harmony.	
Your Role	I am consistently clear on what success looks like and how to get there.	
Your Role	I act effectively as the Chief Strategy Officer.	
Your Role	I act effectively as the Chief Sales-Revenue Officer.	
Your Role	I act effectively as the Chief Accountability Officer.	
Your Role	I act effectively as the Chief Culture Officer	
Your Role	I work 'on' not just 'in' the organization.	
Your Role	I serve as an ambassador for my organization to the rest of the world.	
Your Role	I understand that as long as someone else is in the office, I have an audience.	
Your Role	I navigate the present effectively while planning for the future.	
Your Role	I minimize office politics whenever possible.	
Your Role	I set a positive tone and keep crises to a minimum.	
Your Role	I believe my role is what I make of it, with no excuses when I am in charge.	







## Your Actions

1 Strongly Disagree

3 Agree

5 Netural

2 Disagree

4 Strongly agree

Category	Statement	Rating (1-5)
Your Actions	I lead by example and ensure my actions reflect my words.	
Your Actions	I stay focused as the Chief Priority Officer.	
Your Actions	I address my biggest challenges and opportunities without procrastination.	
Your Actions	I avoid getting sucked into hyper-activity.	
Your Actions	I focus on outcomes, beginning with the end in mind.	
Your Actions	I create a sense of urgency when major change is needed.	
Your Actions	I intentionally share credit with my colleagues and others when good things happen.	
Your Actions	When bad things happen on my watch, I shoulder the blame and lead by example.	
Your Actions	I act as a coach/mentor to my direct reports and seek out a coach/mentor myself.	
Your Actions	I treat people in a way that sets a high standard for the organization.	
Your Actions	I avoid micromanaging and trust the right people to do their jobs.	
Your Actions	I ensure I am not too distant from the front lines and customer/market perceptions.	
Your Actions	I avoid emotional extremes, which can exhaust those around me and weaken my credibility.	
Your Actions	I take time to debrief failures and celebrate successes.	



## Your Knowledge & Your Team

1 Strongly Disagree

3 Agree

5 Netural

2 Disagree

4 Strongly agree

Category	Statement	Rating (1-5)
Your Knowledge	I continually invest in my own brainpower and exercise my knowledge regularly.	
Your Knowledge	I stick to a regular reading schedule, including non-fiction and classics.	
Your Knowledge	I make sure I am not ignorant about important financial issues.	
Your Knowledge	I push myself to interact with people who make me and each other smarter.	
Your Knowledge	I hire subject matter experts and strive to be a generalist.	
Your Knowledge	I embrace tough questions and answers.	
Your Knowledge	I am honest about not knowing answers and seek help when needed.	
Your Knowledge	I learn from failures and value them for their lessons.	
Your Knowledge	I spend more time asking questions than I do giving the answers	
Your Knowledge	I encourage others to challenge my thinking.	
Your Knowledge	I think in terms of scenarios and contingencies.	
Your Knowledge	I balance leveraging experience with acquiring specific new knowledge.	
Your Knowledge	I learn something new every day.	
Your Team	I act effectively as The Chief Team Builder (right people, right seats)	
Your Team	I pick my team carefully and correct people mistakes quickly.	
Your Team	I spend time building a well-honed team dynamic and culture.	
Your Team	I surround myself with people who are smarter than me and let them prove it.	
Your Team	I am not threatened by others who have strong opinions.	
Your Team	I ensure the team understands decision-making and activity parameters.	
Your Team	I believe team conflict is good as long as it is issue-driven.	
Your Team	I act effectively as The Chief Coach/Mentor of my key people.	
Your Team	I spend the majority of my time with top performers.	
Your Team	I value having team members who fit well with the organization's values.	
Your Team	I challenge turf battles and promote an anti-silo mindset.	
Your Team	I use the group's time wisely and know what is a group issue and what is not.	
Your Team	I take full responsibility for making my meetings effective and valuable.	

Your Team	I recognize when my own ego can be an obstacle to success and keep it in check.	
Your Team	I do not defer my leadership responsibilities to the team.	



## Your Decisions

**1 Strongly Disagree**

**3 Agree**

**5 Neutral**

**2 Disagree**

**4 Strongly agree**

Category	Statement	Rating (1-5)
Your Decisions	I am decisive and push myself and the organization within our risk profile.	
Your Decisions	I do my best to avoid analysis paralysis.	
Your Decisions	I do my homework and am well-informed on important issues affecting the organization	
Your Decisions	I strive to make calculated decisions based on facts not just opinion.	
Your Decisions	I consult affected parties before making decisions.	
Your Decisions	I do not second guess myself or my team once a decision is made.	
Your Decisions	I prioritize people decisions as the most important business decisions.	
Your Decisions	I avoid declaring victory too soon or dwelling on defeat.	
Your Decisions	I ensure implementation of decisions is non-negotiable once made.	
Your Decisions	I meet organizational deadlines once set.	
Your Decisions	I admit when I am wrong and learn from failures.	
Your Decisions	I have built a network of advisors to help me make major decisions.	
Your Decisions	I encourage contrary opinions until the point of decision-making.	
Your Decisions	I effectively differentiate between group decisions and leadership initiatives.	
Your Decisions	I prioritize the best interest of the organization over my individual interests.	





## Your Words

1 Strongly Disagree

3 Agree

5 Netural

2 Disagree

4 Strongly agree

Category	Statement	Rating (1-5)
Your Words	I understand that my words carry weight and think before I speak on important matters.	
Your Words	I practice before speaking to large audiences and understand the importance of style.	
Your Words	I strive to be positive and empowering in my messaging.	
Your Words	I strive to be clear with all of my communication.	
Your Words	I regularly ask other people for feedback on my communication	
Your Words	I listen well so I can respond to others properly	
Your Words	I regularly repeat important messages to ensure clarity.	
Your Words	I understand that words can have different meanings to different people.	
Your Words	I watch my body language to control the mood and performance in the room.	
Your Words	I match my communication strategy and approach to the specific situation.	
Your Words	I use humor and storytelling strategically.	
Your Words	I handle contrary opinions without being defensive.	
Your Words	I make critical points as needed in an emotionally intelligent way.	

**MEDIAN** \_\_\_\_\_

**MODE** \_\_\_\_\_

**STD DEV** \_\_\_\_\_

**LOWEST SCORE ACHIEVED** \_\_\_\_\_

**HIGHEST SCORE ACHHIEVD** \_\_\_\_\_

**TOTAL AVERAGE** \_\_\_\_\_

## Questions & Answers



- 1 Which category was your lowest ? why do you think that is? what change you can make to improve things?

---

---

---

- 2 What were your five lowest-scoring question areas? why?

---

---

---

- 3 What were your five highest-scoring question areas? why?

---

---

---

- 4 What 3 major changes do you need to make to move your lowest scoring items in the right direction?

---

---

---

---

---

---

---