

The Center for Executive Coaching Leader's Dashboard

Instructions: Please complete the Leadership Dashboard prior to our next coaching session to the best of your knowledge. Don't worry about being perfect. We will review it during our next coaching session and then use it throughout the coaching process as a way to track progress and opportunities.

The focus of this Dashboard is on your area of responsibility, whether the entire organization or a piece of it. You can also do a second Dashboard with each space filled out specifically for your career (e.g., your vision for your career; the key initiatives for you to take your career to the next level, etc.).

Following is a glossary of the terms in the Dashboard:

- **Vision:** This is how you want your area of responsibility to look over the next two to five years. Paint a brief picture with words of where you want your area of responsibility to be in the future.
- **Mission:** Describe the "why." What difference or contribution do you want your area of responsibility to make here? What gets you excited about the impact your area of responsibility can have?
- **Values:** What are the top three to five values that are non-negotiable for you and the people who report to you in your area of responsibility?
- **Edge:** What are the unique talents and capabilities that set your area of responsibility apart? Think about the unique qualities, attributes, gifts, strengths, and value. What do others say your area of responsibility does best? What should it do best? One way to phrase this question is, "Unlike others in our field, we..."
- **Initiatives:** What are the most important initiatives that currently define your success and are where you should focus your time for your area of responsibility? List the three that should account for the majority of your focus.
- **Performance metrics:** What are the most important performance metrics that define the success of your initiatives and overall success for you and your area of responsibility?
- **Relationships:** Who are the most important people who are critical to your success and the success of your area of responsibility? Be sure to consider relationships up, down, across, and outside the organization.
- **Development opportunities:** What are the experiences, assignments, skills, educational opportunities, and other professional development opportunities that will advance your ability to lead your area of responsibility? What behaviors and attitudes do you know you can build on, start doing, do less, or eliminate?

Dashboard Area	For Your Organization or Area of Responsibility
Vision	
Mission	
Values	
Your Edge	
Initiatives (Top 3)	
Performance Metrics (Top 3)	
Key Relationships	
Top Development Opportunities	