

# UPDATE WORKSHEET

Name:

Date:

Headline

Emotions

The significance and impact for me

Professional

Family

Personal

Challenges or opportunities to explore:

Update reflections:

- How am I **engaging**?
- What am I **thinking**?
- How am I **executing**?
- How am I **feeling**?

*Q1= Important, urgent    Q2= Important, less urgent*

# WHAT I THINK ABOUT as I complete my update

Looking at my calendar, reflecting on moments, people, situations,

## When did I FEEL

- Pride or shame? Intimacy or Distance?
- Very vulnerable or strong? Very detached or uncaring?
- An energy 'downer' or creator ... energy change that surprised me?
- Disappointment or accomplishment?
- Resentful or fulfilled?
- Encouraged or discouraged?
- What fueled my dreams or nightmares?
- What is giving me peace? What is blocking my peace?

## When did I THINK

- I moved towards or away from my personal vision, mission, values?
- What ideal situation is painfully conflicting with current reality?
- A personal or business finance high or low - surprise or delay?
- What is an issue I have been thinking about but am reluctant to share - or really want to?
- My most brilliant idea... or mistake?
- What do I worry about at night?

## How I am EXECUTING

- What has been my major focus or priority?
- Something I have been working to change?
- Something I tried for the first time? Been taking for granted?
- What did I finally tackle? Continue to procrastinate on?
- Achieved goals or sidestepped? Made important decision / action?

## How I am ENGAGING

- My most joyful moment with someone?
- My most painful moment was? Biggest laugh, or tears? With who?
- Who did I give to or receive from?
- Who have I made time for? Who do I need to make more time for?
- Who have I come to value? Why?
- A big conflict or struggle with someone?

### Personal Leadership Model

