

# SMALL THINGS MATTER:

## 10 PRACTICES THAT HELP EMBED GOOD LEADERSHIP

COLLECTIVELY DEVELOPED BY THE PROJECT LIFT COMMUNITY



### 1. RECONNECT TO YOUR WHY

Create a 'why board' - taking the time to set out and visualise the why behind what you do - the principles and goals that drive you.

### 3. CHECK-IN AND OUT

Take the time to check how your team are, before and after meetings - this gives people a chance to focus, get everyone's voice into the conversation and sets the tone of the time together.



Try one of these prompts:

- How are you today?
- What has your attention today?
- What would you like to get out of this meeting?
- What are your closing reflections on the meeting?
- What stood out to you in this meeting?

### 5. GIVE PRAISE

Recognising others' achievements is an important part of being a leader and supporting a team, but we don't always remember to do it day-to-day. If you use MS Teams, did you know you can 'send praise' to members of your team to recognise their good work? Find out more [here](#)



### 7. PROTECT AND PLAN TIME TOGETHER TO REFLECT

Create time together to actively reflect on things that are important or underlying to the team - whether that's your work, achievements, working together, common challenges, or the future.

See what works for your team - setting up regular short reflection sessions, or make it part of ongoing agendas.



### 9. GATHER FEEDBACK PURPOSEFULLY

When you ask for feedback, first ask yourself, "Why am I asking this? What will I do with this feedback?" This can help to focus the feedback into something constructive that can help you improve.



### 2. THE ART OF LISTENING

So often we listen to respond, rather than listen to really understand. In your next conversation, try listening to someone for a few moments longer than you usually would, uninterrupted and see how this transforms your conversation.



### 4. ACTIVELY REACH OUT TO PEOPLE

We know how important those informal chats are, for inspiration, solving problems, and feeling connected, but sometimes it can be hard to reach out to people, especially at big events. Did you know you can private message people on MS Teams meetings? Just double click their name to message them directly.

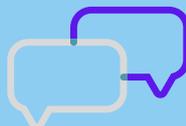


### 6. BRING YOUR TEAM VALUES TO LIFE

Take the time to really understand your team values and consider how they can be used to connect people to your purpose. Set up 'values in practice' (VIP) awards for your team - recognising and celebrating when team members have embodied the team values.

### 8. "HELLO, HOW ARE YOU?"

Challenge yourself to make this phrase part of your everyday - in your emails, in the corridors. Actively make the time for connection with others within your day.



### 10. MAKE WELLBEING PART OF A STRUCTURED CONVERSATION

Wellbeing isn't a 'nice-to-have', it's an essential part of being able to do our job well and care for others. How can wellbeing become more part of the structure of your organisation? Can this be a section in your development or performance conversations? Can this become part of your meeting agendas?