

Leadership Readiness Guide: Stepping Up with Confidence

No fluff. No corporate jargon. Just real, tactical insights to help you move from "thinking about leading" to actually owning it.

What This Guide Does

If leadership is on your horizon, this guide is your **shortcut to clarity**. Whether you're next in line for a big role or still figuring out if leadership is for you, these strategies **cut through the noise** and give you a clear path forward.

Emma's Take: *"Leadership isn't about being the loudest in the room—it's about knowing when to step up, when to listen, and how to lead with confidence."*

Phase 1: Clarity & Results

- ✓ **What's Driving You?** Write down three reasons you're considering leadership. Which one **actually excites you**? Lean into that.
- ✓ **Confidence Check:** Think of a moment when you stepped up in a tough situation. What worked? What didn't? Take one small action today to build on that win.
- ✓ **Decision-Making Edge:** Got a tough convo, meeting, or choice coming up? Set your intention, show up with purpose, and reflect afterward.

Taking Over from Someone Else? *You don't have to prove yourself on day one. Observe, understand the culture, and build trust before making big moves.*

Phase 2: Alignment & Breaking Barriers

- ✓ **Self-Sabotage Check:** What's the one thought that holds you back? Rewrite it into a challenge statement instead.
- ✓ **Breaking the Barrier Hack:** CTFAR is your roadmap that empowers you to understand the relationship between what has you stuck and what gets you moving again.
CTFAR = Circumstance → Thought → Feeling → Action → Result.
This hack helps you to flip the script when you feel stuck. Here's an example:
Limiting Thought: *"I'm not experienced enough to lead a team."*
Current (STUCK) CTFAR: **C:** You've been asked to lead a team for the first time. **T:** *"I'm not experienced enough to lead a team."* **F:** Doubt and hesitation. **A:** You avoid taking charge,

hesitate in decision-making, or second-guess your choices. **R:** Your lack of confidence affects your leadership presence and team dynamics.

Let's Flip the script:

New T: "I have strengths I can rely on, and I can grow into the role." **New F:** More confident and proactive. **New A:** Seek mentorship, engage with the team, and make small, intentional leadership moves. **New R:** You start leading with confidence while continuously improving.

Reframed: "How can I leverage what I do know while actively learning from my team?"

Quick Reset: When doubt creeps in, ask: "What's one small step I can take right now?" Do it. Momentum beats hesitation every time.

Emma's Take: "Most people wait for confidence before acting. The truth? Confidence comes **from** action."

Phase 3: Plan, Implement, and Execute

- ✓ **3x3 Framework:** Pick **three leadership focus areas** → Set **one goal for each** → Create **three action steps** to move forward.
Focus area examples: Decision-Making Under Pressure, Building Influence, Navigating Difficult Conversations.
- ✓ **Time-Block Like a Boss:** Set aside 30 minutes weekly for leadership growth. **Non-negotiable.**
- ✓ **Feedback Fix:** Ask someone you trust, "What's one thing I could do differently to be more effective?" Implement it and track the impact.

Final Thought: *If you're stepping into leadership, don't go in blind. Build your strategy now so you don't have to figure it out the hard way.*


NEXT STEPS FOR LEADERSHIP GROWTH

- **Need Clarity?** Grab the Leadership Success Guide for hands-on strategies.
- **Refining Your Path?** The Leadership Growth Checklist keeps you sharp and on track.
- **Ready to take leadership seriously?** Coaching gives you the edge you need to step up with confidence. Let's map out your next move.

 [Book a No-BS Leadership Clarity Call](#)

 **Email:** support@well-ledworkplaces.com.au

 **Website:** www.well-ledworkplaces.com.au

 **Phone:** 0413 399 793