



Recognize the Moment

A Leadership Reflection Guide

Leadership rarely announces itself. More often, it shows up in an ordinary moment: a conversation, a decision, a team member who needs something from you, or a situation that simply doesn't feel quite right.

Before you move, take a moment to notice what this moment is asking of you.

II PAUSE	• What is happening right now? • What do I know? • What might I be assuming?
O NOTICE	• What matters most right now? • What needs my attention? • Who is affected by what happens next?
↑ CHOOSE	• Which leadership move best serves this moment? • Listen or ask another question? • Clarify expectations, offer support, step back, decide, or wait?
→ MOVE	• What's my next move? • What would a thoughtful response look like? • What small action could make a meaningful difference?

♥ **You don't need the perfect response.** You need a thoughtful next move.