

RESET – Leadership Focus Worksheet

A weekly reset framework for leaders. Use this every Monday morning to clarify what matters, eliminate noise, and build sustainable momentum.



What Actually Matters

Before tactics and tasks—pause. Answer these three questions in 2-3 sentences each:



Why does your work matter?

What changes when you do this work well? What breaks when you don't?



Who are you trying to serve?

Name the actual humans with actual problems.



What's the long-term point of this role?

In two years, what will you have built that lasts?

Quarterly Direction

Choose 1-3 outcomes that matter enough to say no to everything else. Write outcomes, not tasks—states of reality that will be true in 90 days.

01	02	03
Outcome #1	Outcome #2	Outcome #3

Test: Can you measure whether you achieved each outcome? If not, rewrite them.

Weekly Outcomes

Three non-negotiables that define whether this week mattered. Write in past tense: "By Friday, this will be true."

Outcome #1

Outcome #2

Outcome #3

Friday Review: Did these three things become true? ☐ Yes ☐ No

What broke? _____

What worked? _____

Subtractions

Addition is easy. Subtraction separates effective leaders from exhausted ones.

Stop

What will you stop
completely this week?

Delay

What good idea will you
push to next quarter?

Delegate

Task:

To whom:

By when:

Delegation Candidates

List three specific items currently on your plate. Name the task and the person who could take it.

1 Someone else can do it

Task:

Person:

2 Someone else should do it

Task:

Person:

3 Someone else could grow by doing it

Task:

Person:

Micro-Rules for the Week

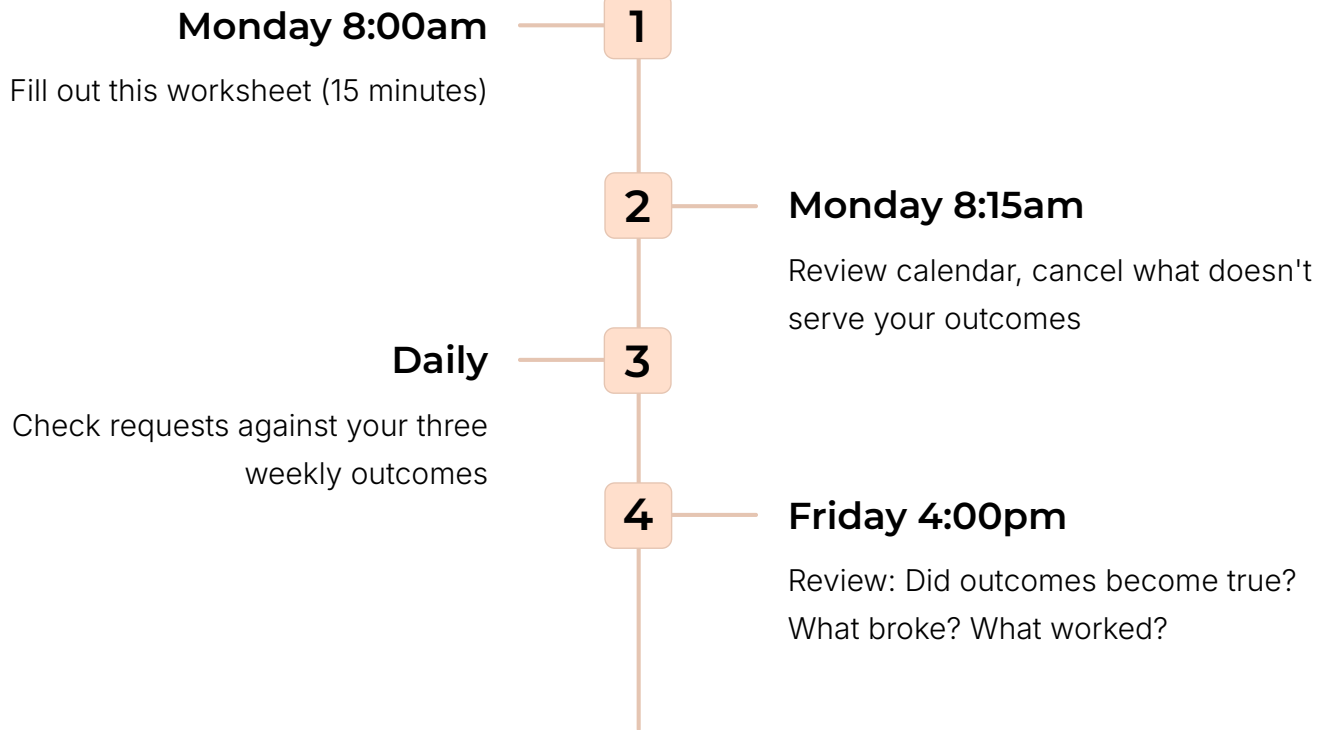
Small, specific boundaries that protect your capacity. Write three rules that address your actual failure modes.

1 Rule #1	2 Rule #2	3 Rule #3
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Friday Check: Did you follow your rules? ☐ Yes ☐ No

What got in the way? _____

Weekly Practice



Quick Start

- ☐ Print this worksheet
- ☐ Block 15 minutes every Monday morning
- ☐ Fill out all sections before checking email
- ☐ Execute one subtraction immediately
- ☐ Review every Friday

You've just completed the leadership focus worksheet I walk leaders through at the start of every RESET engagement.

If you'd like to turn this into a full 30-day Action Plan—with a live working session, written deliverable, and personal follow-up—you can schedule a RESET session here:

<https://calendar.app.google/3RvhnQ5sVxVwUWdo7> or visit startuppatterns.com/services.