

# Leadership Reflection Diary

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2021-22



# LEADERSHIP REFLECTIVE DIARY



## KEEP IN TOUCH



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Richard Hester

## WHY KEEP A REFLECTIVE DIARY/JOURNAL?

### Richard Hester, Founder, School Leaders Training Limited

Reflection is a key part of any improvement process, but often we are so busy that we don't have time to reflect. By writing in a leadership diary, even 2 or 3 sentences a day, I promise that this will improve your leadership capacity. The time you invest will ultimately be a time saver.

Gaining a real understanding of how we perform is not easy, partly because leadership is assessed at the reception end – your team decides if you are a good leader, not you!

As you complete the diary try to reflect and write about how you made any leadership choices, not just the results.

Also, reflect on things such as how you display leadership attributes, such as curiosity, optimism, listening & humility.

I hope that you find this leadership diary useful; I'd love to hear how you get on.



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**WEEK  
COMMENCING:**

**16 AUGUST**

**“Reflection is one of  
the most underused  
yet powerful tools for  
success.”**

**Richard Carlson**

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**WEEK  
COMMENCING:**

**23 AUGUST**

**“It is literally true  
that you can succeed  
best and quickest by  
helping others to  
succeed.”**

**Napolean Hill**

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**WEEK  
COMMENCING:**

**30 AUGUST**

**"If you have the right people on the bus, they will be self-motivated. The real question then becomes: How do you manage in such a way as not to demotivate people?" Jim Collins**



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**WEEK  
COMMENCING:**

**6 SEPTEMBER**

**"Winning isn't  
everything, but  
wanting to win is."  
Vince Lombardi**

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**WEEK  
COMMENCING:  
13 SEPTEMBER**

**"The single biggest  
problem in  
communication is the  
illusion that it has  
taken place."  
George Bernard  
Shaw**

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**WEEK  
COMMENCING:  
20 SEPTEMBER**

**“If I had six hours to  
chop down a tree, I  
would spend the first  
four hours  
sharpening the axe.”  
Abraham Lincoln**

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**WEEK  
COMMENCING:  
27 SEPTEMBER**

**"When one door of  
happiness closes,  
another opens, but  
often we look so long  
at the closed door that  
we do not see the one  
that has been opened  
for us."  
Helen Keller**

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**WEEK  
COMMENCING:**

**4 OCTOBER**

**"Always will I take  
another step. If that is  
of no avail I will take  
another, and yet  
another. In truth, one  
step at a time is not  
too difficult."  
Og Mandino**



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**WEEK  
COMMENCING:**

**11 OCTOBER**

**"The best time to  
plant a tree was 20  
years ago. The second  
best time is now."**

**Proverb**

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**WEEK  
COMMENCING:**

**18 OCTOBER**

**"There is only one way  
to avoid criticism: do  
nothing, say nothing,  
and be nothing."**

**Aristotle**

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**WEEK  
COMMENCING:**

**25 OCTOBER**

**“Any fool can criticize,  
condemn and  
complain – and most  
fools do. But it takes  
character and self-  
control to be  
understanding and  
forgiving.”  
Dale Carnegie**

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**WEEK  
COMMENCING:**

**1 NOVEMBER**

**"Our main business is  
not to see what lies  
dimly at a distance,  
but to do what lies  
clearly at hand."  
Thomas Carlyle**

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**WEEK  
COMMENCING:**

**8 NOVEMBER**

**"Life is 10% what  
happens to me and  
90% of how I react to  
it."**

**Charles Swindoll**

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**WEEK  
COMMENCING:**

**15 NOVEMBER**

**"Those who expect  
moments of change to  
be comfortable and  
free of conflict, have  
not learned their  
history."**

**John Wallach Scott**

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**WEEK  
COMMENCING:**

**22 NOVEMBER**

**"The most difficult  
thing is the decision to  
act, the rest is merely  
tenacity."**

**Emelia Earhart**

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**WEEK  
COMMENCING:  
29 NOVEMBER**

**"When people believe  
you understand them,  
they give you  
permission to  
influence them."  
Richard Mullender**

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**WEEK  
COMMENCING:**

**6 DECEMBER**

**“A team is not a group  
of people that work  
together. A team is a  
group of people that  
trust each other.”**

**Simon Sinek**

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**WEEK  
COMMENCING:**

**13 DECEMBER**

**"Kites rise highest  
against the wind; not  
with it"  
Sir Winston Churchill**

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**WEEK  
COMMENCING:  
20 DECEMBER**

**"Our bravest and best  
lessons are not  
learned through  
success, but through  
misadventure."  
Amos Bronson Alcott**

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**WEEK  
COMMENCING:**

**27 DECEMBER**

**"Fall seven times and  
stand up eight."  
Proverb**

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**WEEK  
COMMENCING:**

**3 JANUARY  
2022**

**"The ability to avoid a  
difficult conversation  
is a universal skill."  
Susan Scott**

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**WEEK  
COMMENCING:**

**10 JANUARY**

**“The success of your  
presentation will be  
judged not by the  
knowledge you send  
but by what the  
listener receives.”  
Lilly Walters**

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**WEEK  
COMMENCING:**

**17 JANUARY**

**"If everyone is moving  
forward together,  
then success takes  
care of itself."  
Henry Ford**

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**WEEK  
COMMENCING:**

**24 JANUARY**

**“By failing to prepare,  
you are preparing to  
fail.”**

**Benjamin Franklin**

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**WEEK  
COMMENCING:**

**31 JANUARY**

**“Listen with curiosity.  
Speak with honesty.  
Act with integrity.”  
Roy T. Bennett**

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**WEEK  
COMMENCING:**

**7 FEBRUARY**

**"Successful people are  
always looking for  
opportunities to help  
others. Unsuccessful  
people are always  
asking, 'What's in it for  
me?'"**

**Brian Tracy**

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**WEEK  
COMMENCING:**

**14 FEBRUARY**

**"How wonderful it is  
that nobody need wait  
a single moment  
before starting to  
improve the world."**

**Anne Frank**

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**WEEK  
COMMENCING:**

**21 FEBRUARY**

**"Strive not to be a  
success, but rather to  
be of value."  
Albert Einstein**

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**WEEK  
COMMENCING:**

**28 FEBRUARY**

**"Our greatest  
weakness lies in giving  
up. The most certain  
way to succeed is  
always to try just one  
more time."  
Thomas A. Edison**



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**WEEK  
COMMENCING:**

**7 MARCH**

**"You miss 100% of the  
shots you don't take."  
Wayne Gretzky**

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**WEEK  
COMMENCING:**

**14 MARCH**

**"Either you run the  
day, or the day runs  
you."  
Jim Rohn**

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WEEK  
COMMENCING:

**21 MARCH**

"Whether you think  
you can or you think  
you can't, you're  
right."  
Henry Ford

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**WEEK  
COMMENCING:**

**28 MARCH**

**"It's the mark of an  
educated mind to  
entertain a thought  
without accepting it"  
Aristotle**

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**WEEK  
COMMENCING:**

**4 APRIL**

**“There is no self-  
development without  
self-awareness.**

**You can read as many  
books as you like, but  
if you’re unable to  
read yourself, you’ll  
never learn a thing.”**

**Steven Bartlett**

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**WEEK  
COMMENCING:**

**11 APRIL**

**“Do rewards motivate  
people? Absolutely.  
They motivate people  
to get rewards.”  
Alfie Kohn**

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**WEEK  
COMMENCING:**

**18 APRIL**

**“One of the things  
we've learnt is the  
importance of  
listening. Because as  
we all know, the very  
best ideas can very  
often come from the  
quietest voice.”**

**Jony Ive**

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**WEEK  
COMMENCING:**

**25 APRIL**

**“With collaborative  
professionalism there  
is enjoyment as well  
as impact, better time  
as well as more time.”  
Andy Hargreaves and  
Michael O’Connor**

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**WEEK  
COMMENCING:**

**2 MAY**

**“The only thing of real  
importance that leaders  
do is to create and  
manage culture.**

**If you do not manage  
culture, it manages you,  
and you may not even be  
aware of the extent to  
which this is happening.”**

**Edgar Schein**

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**WEEK  
COMMENCING:**

**9 MAY**

**“Don’t use acronyms or nonsense words for objects, software or processes at Tesla, In general, anything that requires an explanation inhibits communication. We don’t want people to have to memorize a glossary just to function at Tesla.” Elon Musk**

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**WEEK  
COMMENCING:**

**16 MAY**

**“We suffer more  
often in imagination  
than in reality.”  
Seneca**

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**WEEK  
COMMENCING:**

**23 MAY**

**“The person who can  
most accurately  
describe reality  
without laying blame  
will emerge the  
leader.”  
Edwin Friedman**

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**WEEK  
COMMENCING:**

**30 MAY**

**“The x-factor of great  
leadership is not  
personality, it is  
humility.”  
Jim Collins**

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**WEEK  
COMMENCING:**

**6 JUNE**

**“Humility is not  
thinking less of  
yourself, it is thinking  
of yourself less.”  
C.S. Lewis**

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**WEEK  
COMMENCING:**

**13 JUNE**

**“If nobody worried  
about what was in  
other’s heads, we’d all  
be 33 percent more  
effective in our lives  
and in our jobs.”  
Randy Pausch**

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**WEEK  
COMMENCING:**

**20 JUNE**

**“Clear is kind; unclear  
is unkind.”  
Brené Brown**

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**WEEK  
COMMENCING:**

**27 JUNE**

**"Teach me neither to  
cry for the moon nor  
over spilt milk."  
George V**

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**WEEK  
COMMENCING:**

**4 JULY**

**“My life has been  
filled with terrible  
misfortune; most of  
which never  
happened.”  
Michel de Montaigne**

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**WEEK  
COMMENCING:**

**11 JULY**

**"Reasoned judgement  
and inner conviction  
are what I expect  
from myself and  
others around me.  
Make the call, but  
don't expect  
consensus."  
Satya Nadella**

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**WEEK  
COMMENCING:**

**18 JULY**

**"I'm a greater believer  
in luck, and I find the  
harder I work, the  
more I have of it."  
Thomas Jefferson**

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**WEEK  
COMMENCING:**

**25 JULY**

**"I've learned that  
people will forget  
what you said, people  
will forget what you  
did, but people will  
never forget how you  
made them feel."  
Maya Angelou**

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