

COMPANION GUIDE

UNCOMPLICATED LEADERSHIP

LEAD SIMPLY. LEAD POWERFULLY.

Exercises, worksheets, and journaling space to put the book's five-part framework — Clarity, Consistency, Connection, Courage, and Celebration — into practice with your own team.

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Welcome

HOW TO USE THIS GUIDE

This guide isn't meant to be read in one sitting — it's meant to be worked through, section by section, alongside the book. Read a section of *Uncomplicated Leadership*, then come here and do the work. Some pages take five minutes. Others deserve an hour and a second cup of coffee. Go at the pace that actually changes how you lead.

WRITE BY HAND

Print this guide if you can. There's something about pen on paper that gets you past the answer you think you're supposed to give.

BE HONEST, NOT IMPRESSIVE

No one is grading these pages. The exercises work in proportion to how truthfully you fill them in.

REVISIT IT

Leadership isn't solved once. Come back to this guide in six months — your answers will change, and that's the point.

USE IT WITH YOUR TEAM

Several exercises work just as well in a team meeting as they do alone. Adapt freely.

WHAT'S INSIDE**CLARITY**

The Foundation — personal clarity, organizational clarity, and clarity in communication.

CONSISTENCY

The Bridge — leading predictably and reliably, without becoming a robot.

CONNECTION

The Heart — building genuine relationships that pay dividends later.

COURAGE

The Anchor — doing the right thing, admitting mistakes, everyday vulnerability.

CELEBRATION

The Fuel — recognizing work well done, including your own.

You'll notice each part of the book ends with its own 90-Day Tracker and a short set of reflection questions. This guide picks up from there — the exercises on the following pages are new ground, built to go alongside the book rather than repeat it.

SECTION ONE OF FIVE

CLARITY

THE FOUNDATION

Clarity is where leadership starts — clarity about who you are as a leader, clarity about where your team is headed, and clarity in the everyday words you use to get there. This section is about closing the gap between what's in your head and what actually lands with your team.

In This Section

- Personal Clarity Check-In
- Values Under Pressure
- Organizational Clarity Map
- One Message, Three Audiences

Personal Clarity

PERSONAL CLARITY CHECK-IN

Rate how true each statement feels right now — not how you wish it were. Circle a number from 1 (not true at all) to 10 (completely true).

1. I know what I stand for as a leader, and I could say it in one sentence.

1 2 3 4 5 6 7 8 9 10

2. I know my top three priorities for this quarter.

1 2 3 4 5 6 7 8 9 10

3. My team could accurately describe what I expect from them.

1 2 3 4 5 6 7 8 9 10

4. When I make a decision, I can explain the "why" behind it clearly.

1 2 3 4 5 6 7 8 9 10

5. I rarely get asked "wait, what did you mean by that?" after I've spoken.

1 2 3 4 5 6 7 8 9 10

Look at your lowest score. That's not a weakness to hide — it's the most useful data point on this page. Come back to it after you finish this section.

WHERE I WANT THAT LOWEST SCORE TO BE IN 90 DAYS — AND THE FIRST STEP TO GET THERE

Personal Clarity

VALUES UNDER PRESSURE

Pull out the top 5 values you named in the book's "Name Your Personal Values" exercise. Values are easy to write down and hard to hold onto when something's on the line. Pick two of them and put them to the test below.

VALUE 1, FROM THE BOOK

A REAL, RECENT MOMENT THIS VALUE WAS ACTUALLY TESTED — NOT HYPOTHETICAL

WHAT I DID, AND WHAT FULL ALIGNMENT WITH THIS VALUE WOULD HAVE LOOKED LIKE INSTEAD

Now do the same with a second value. Two is enough to notice a pattern.

VALUE 2, FROM THE BOOK

A REAL, RECENT MOMENT THIS VALUE WAS ACTUALLY TESTED

Communication Clarity

ONE MESSAGE, THREE AUDIENCES

Pick one thing you need your team to know right now — a decision, a priority shift, hard news. Write how you'd actually say it to three different people. Notice what changes, and notice what has to stay identical no matter who's listening.

THE MESSAGE, IN ONE SENTENCE

HOW I'D SAY IT TO A PEER OR MY OWN LEADER

HOW I'D SAY IT TO A DIRECT REPORT WHO'S ALREADY STRUGGLING

HOW I'D SAY IT TO SOMEONE BRAND-NEW TO THE TEAM

What stayed exactly the same across all three? That's the actual message. Everything else was just translation.

SECTION TWO OF FIVE

CONSISTENCY

THE BRIDGE

Consistency is what turns clarity into trust. It's showing up the same way often enough that your team stops bracing for which version of you they're going to get — without flattening into someone who can't adapt. This section is about finding that line.

In This Section

- The Trust Ledger
- Predictable vs. Rigid
- Cadence Check-In
- Consistency — Reflection & Journal

Building Trust

THE TRUST LEDGER

Trust is built in deposits and drained in withdrawals. Think back over the last month. List moments you kept a promise, followed through, or showed up as expected (deposits) — and moments you didn't (withdrawals).

Deposits

Withdrawals

You don't need a perfect ledger. You need to know which column is longer right now — and one thing you'll do this week to balance it.

Finding the Line

PREDICTABLE VS. RIGID

Consistency builds trust. Rigidity destroys flexibility. They can look identical from the outside — the difference is whether you're willing to bend when the situation genuinely calls for it.

DESCRIBE A TIME YOUR CONSISTENCY BUILT REAL TRUST WITH YOUR TEAM

DESCRIBE A TIME YOUR CONSISTENCY TIPPED INTO RIGIDITY — WHERE STICKING TO "HOW YOU ALWAYS DO IT" COST YOU

WHAT'S THE ACTUAL DIFFERENCE BETWEEN THOSE TWO MOMENTS?

Everyday Systems

CADENCE CHECK-IN

Pull out the cadence you set in the book's "Set the Cadence" exercise — your daily, weekly, monthly, quarterly, and yearly commitments. A cadence only means something if it survives contact with a busy month. Be honest about where yours has held.

COMMITMENT (FROM THE BOOK)	KEEPING IT?	WHAT GOT IN THE WAY — OR WHAT'S WORKING
	☐	
	☐	
	☐	
	☐	

For anything you're not keeping: recommit to it this week, or retire it honestly. A cadence you've quietly abandoned is worse than one you never set — your team is still calibrated to it.

Reflection

REFLECTION & JOURNAL

Where is your consistency being tested hardest right now — not by a crisis, but by ordinary fatigue?

What's one commitment you're already quietly telling yourself you'll let slide next week? Catch it here, before it slides.

SECTION THREE OF FIVE

CONNECTION

THE HEART

Connection is the leadership work that never shows up on a scorecard — until the day it does. This section is about building relationships with the people on your team that are genuine, not strategic, and trusting that the dividends will come later.

In This Section

- Relationship Map
- One-on-One Conversation Starters
- The Dividend Reflection
- Connection — Reflection & Journal

Know Your People

RELATIONSHIP MAP

List the people on your team. For each, write one thing that's genuinely important to them outside of their job title — and the last time you actually asked about it.

NAME

WHAT MATTERS TO THEM

LAST REAL CHECK-IN

Going Deeper

ONE-ON-ONE CONVERSATION STARTERS

Status updates keep a team running. These questions build the relationship underneath it. Circle three to try this month, and note who you'll ask.

☐ "What's something you're proud of right now that no one's asked you about?"

☐ "What's one part of your job you'd change if you could?"

☐ "What do you need more of from me right now?"

☐ "Where do you want to be a year from now — and how can I help?"

☐ "What's something going on outside of work I should know about?"

☐ "What's a risk you'd take here if you knew I'd back you?"

THREE I'LL ASK THIS MONTH, AND WHO

Playing the Long Game

THE DIVIDEND REFLECTION

Genuine connection rarely pays off the same week you invest in it. It pays off later — in loyalty during a hard stretch, in someone telling you the truth when it matters, in a second chance you wouldn't otherwise have gotten.

DESCRIBE A RELATIONSHIP — AT WORK OR ELSEWHERE — THAT YOU INVESTED IN WITHOUT EXPECTING ANYTHING BACK, AND HOW IT EVENTUALLY PAID OFF

WHO ON YOUR TEAM ARE YOU UNDER-INVESTING IN RIGHT NOW, SIMPLY BECAUSE IT ISN'T URGENT?

Reflection

REFLECTION & JOURNAL

Think back to the book's active-listening exercise. Who did you try it with, and what did you actually notice — about them, or about yourself as a listener?

Who on my team do I actually know the least? Not their role — them. What's one small, specific step I'll take this week to change that?

SECTION FOUR OF FIVE

COURAGE

THE ANCHOR

Courage in leadership is rarely dramatic. It's admitting the mistake before anyone catches it. It's saying "I don't know." It's the hard feedback conversation you've been putting off for three weeks. This section is about practicing the everyday kind.

In This Section

- Courage Inventory
- The Apology Practice
- Vulnerability Reflection
- Courage — Reflection & Journal

Everyday Courage

COURAGE INVENTORY

The book walks through several everyday shapes courage takes — tough calls, ownership, truth-telling, vulnerability, admitting you're wrong, holding boundaries, standing alone. Check the ones you've genuinely practiced in the last month.

- ☐ **TOUGH CALLS** — made a hard decision without waiting for certainty
- ☐ **OWNERSHIP** — admitted a mistake before I was asked about it
- ☐ **TRUTH** — said the true thing instead of the comfortable thing
- ☐ **VULNERABILITY** — said "I don't know," out loud, in front of my team
- ☐ **ADMITTING WRONG** — changed my mind publicly when I was shown I was wrong
- ☐ **BOUNDARIES** — held a boundary even though it disappointed someone
- ☐ **STANDING ALONE** — disagreed with someone above me, on the record

THE ONE I'M AVOIDING RIGHT NOW

"Self-preservation is not a leadership trait." Reread that before you decide the risk isn't worth it.

Owning Mistakes

THE APOLOGY PRACTICE

A real apology has three parts — what happened, what you'd do differently, and what you're doing about it now. Use this template to draft one for a real, current situation. You don't have to send it. Just write it.

WHAT HAPPENED (STATE IT PLAINLY, NO SOFTENING)

WHAT I'D DO DIFFERENTLY WITH WHAT I KNOW NOW

WHAT I'M DOING ABOUT IT, STARTING NOW

Being Seen

VULNERABILITY REFLECTION

Go back to the hard decision you journaled about in the book's "After the Decision" exercise. What would it actually be like to tell your team how uncertain you felt making it?

What are you actually afraid would happen if you said it out loud? Is that fear accurate?

Reflection

REFLECTION & JOURNAL

Where is courage being asked of me right now — the kind I keep finding reasons to delay?

SECTION FIVE OF FIVE

CELEBRATION

THE FUEL

Celebration is the section leaders skip first when things get busy — and the one their team feels the absence of fastest. This section is about building recognition into how you lead, for your team and, just as often overlooked, for yourself.

In This Section

- The Four-Week Recognition Log
- The Voice That Minimizes It
- Celebration Rituals Brainstorm
- Celebration — Reflection & Journal

Recognizing Others

THE FOUR-WEEK RECOGNITION LOG

A single recognition exercise is a nice moment. A running log is a habit. Use this page across the next month — one entry per week, minimum — and watch whether recognition starts happening on its own by week four.

WEEK	THE WIN	WHO	HOW I RECOGNIZED IT

Recognizing Yourself

THE VOICE THAT MINIMIZES IT

You've already got the Brag Sheet in the book for documenting a win properly. This page is about the quieter habit underneath it — the reflex to shrink your own wins before anyone else gets the chance to.

A WIN YOU'RE TEMPTED TO DOWNPLAY RIGHT NOW

THE SENTENCE YOU'D ACTUALLY USE TO MINIMIZE IT, IF SOMEONE BROUGHT IT UP ("IT WAS NOTHING, ANYONE WOULD HAVE...")

THE TRUER SENTENCE — THE ONE THAT GIVES YOURSELF FULL CREDIT**WHERE DID YOU LEARN TO DO THIS — MINIMIZE INSTEAD OF OWN IT?**

Next time you catch that first sentence forming, swap it for the second one — out loud, if you can stand it.

Building the Habit

CELEBRATION RITUALS BRAINSTORM

Recognition sticks when it's built into a rhythm, not left to memory. Brainstorm five low-lift ways you could celebrate wins as a team — nothing here needs a budget.

1

2

3

4

5

Pick one. Put it on the calendar before you close this page.

Reflection

REFLECTION & JOURNAL

What does meaningful recognition actually look like to me — not generic praise, but the kind that lands?

Do I know what meaningful recognition looks like to the people I lead? If not, that's next week's conversation.

In Closing

YOUR LEADERSHIP COMMITMENT

You've worked through all five parts of the framework. Now bring it together — one specific thing you'll do differently because of each one. Not an intention. A commitment.

C**CLARITY****C****CONSISTENCY****C****CONNECTION****C****COURAGE****C****CELEBRATION**

SIGNATURE

DATE

Thank you for doing this work — not just reading about leadership, but sitting down and actually practicing it. If you'd like to keep going alongside other readers putting this framework into practice, join the community waitlist at the companion site, or reach out any time.

NOTES — ANYTHING ELSE WORTH REMEMBERING FROM THIS GUIDE