



The Accidental Team Leader Confidence Checklist

From High Performer to Trusted
Team Leader in 30 Days



From Top Performer to Confident Team Leader

You were promoted because you were good at your job. Now you're leading people and nobody handed you the playbook. This practical checklist will help you shift from doing the work to leading the team with clarity and confidence.

STEP 1: Reset Your Leadership Foundation

Step 1.1

Clarify what kind of leader you intend to be.

→ Write three words and define visible behaviours.

Step 1.2

Ask yourself: What's it like to be led by me?

→ Identify one behaviour to adjust this week.

Step 1.3

Shift from task owner to space holder.

→ Choose one responsibility to delegate in 2 weeks.

STEP 2: Stabilize Your Team Dynamics

Step 2.1

Clarify direction.

→ Hold a 45-minute future-focused conversation and define 3 shared priorities.

Step 2.2

Face reality.

→ Ask each team member what feels unclear or frustrating and fix one friction point.

Step 2.3

Assess team energy.

→ Identify one energy-draining habit to stop immediately.



STEP 3: Design How Your Team Works

Step 3.1

Audit one recurring meeting.

→ Add a clear agenda, outcome, and ownership actions.

Step 3.2

Strengthen belonging.

→ Ask what helps people feel valued and commit to one inclusive practice.

Step 3.3

Establish a 30-day leadership rhythm.

→ Include weekly 1:1s and monthly alignment conversations.

Final Confidence Check:

Step 4.1

Do I feel clearer about how I want to lead?

Step 4.2

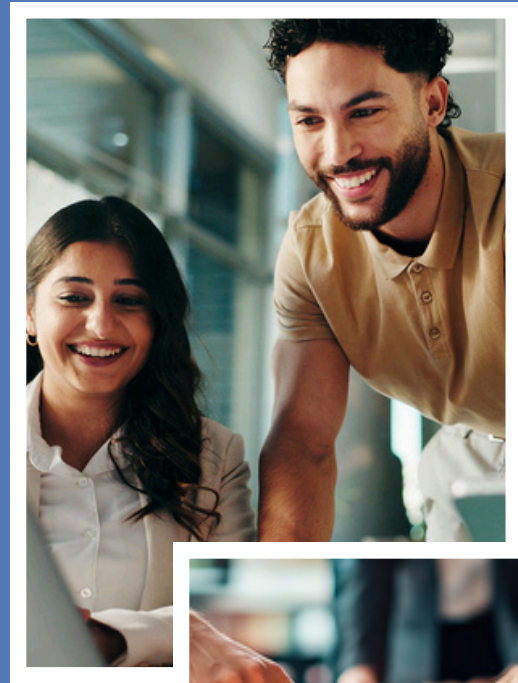
Have I initiated at least one meaningful team conversation?

Step 4.3

Have I redesigned one system or meeting?

Step 4.4

Have I delegated at least one growth responsibility?





Continue Your Leadership Journey

You don't have to figure this out alone. Join the **Leading Teams Academy** to deepen your confidence, apply practical frameworks, and lead with clarity and calm. You can also work with us directly for customized team support or explore our free resources to continue strengthening your leadership journey.

WORK WORKS BETTER WHEN TEAMS WORK BETTER.



JOIN NOW