

TM Training & Consulting Leadership Essentials E-Toolkit

Practical Tools for Purpose-Driven, Results-Focused Leaders



TRAINING&CONSULTING

TM Leadership Essentials E-Toolkit

Empowering Leaders, Transforming Teams



Welcome to the TM Leadership Essentials E-Toolkit!

This toolkit is your go-to resource for leadership development, designed to equip you with the skills and knowledge needed to excel in today's dynamic business environment. We believe in fostering human-centered leadership, rooted in Christian values, and supporting our community. Let's get started on your leadership journey!



What's Inside

- Leadership Models
- Communication Strategies
- Team Building Exercises
- Personal Development Tips

We're confident that this

This toolkit provides practical guides and actionable strategies. Each section includes how to use the tool and an overview of how it will improve your leadership!

- Inspire and motivate your team.

toolkit will empower you to lead with confidence and integrity, making a positive impact on your organization and community

- Improve communication and collaboration.
- Effectively manage performance.
- Resolve conflicts constructively.
- Develop your leadership potential.



About TM Consulting

At TM Consulting, we're passionate about helping small businesses and women leaders thrive. With Christian values and a people-first approach, we offer training and consulting services designed to unlock your full potential. We champion and support the growth of local and minority-owned enterprises. Contact us today to find out how we can support your leadership development goals. We value our customers and are committed to providing the highest quality service.



Next Steps

- 1. Download the Full Toolkit:** Access all the resources and templates at <https://www.tmtrainingandconsulting.com/>.
- 2. Subscribe to the Blog:** Stay connected through shared experiences.
- 3. Schedule a Consultation:** Discuss your specific leadership development needs with an expert consultant.

Decision-Making & Problem-Solving

Fishbone Diagram (Cause & Effect Analysis)

Use this tool to identify root causes behind recurring challenges. Define the problem, then explore potential causes under categories like People, Process, Environment, and Resources.

How It Works

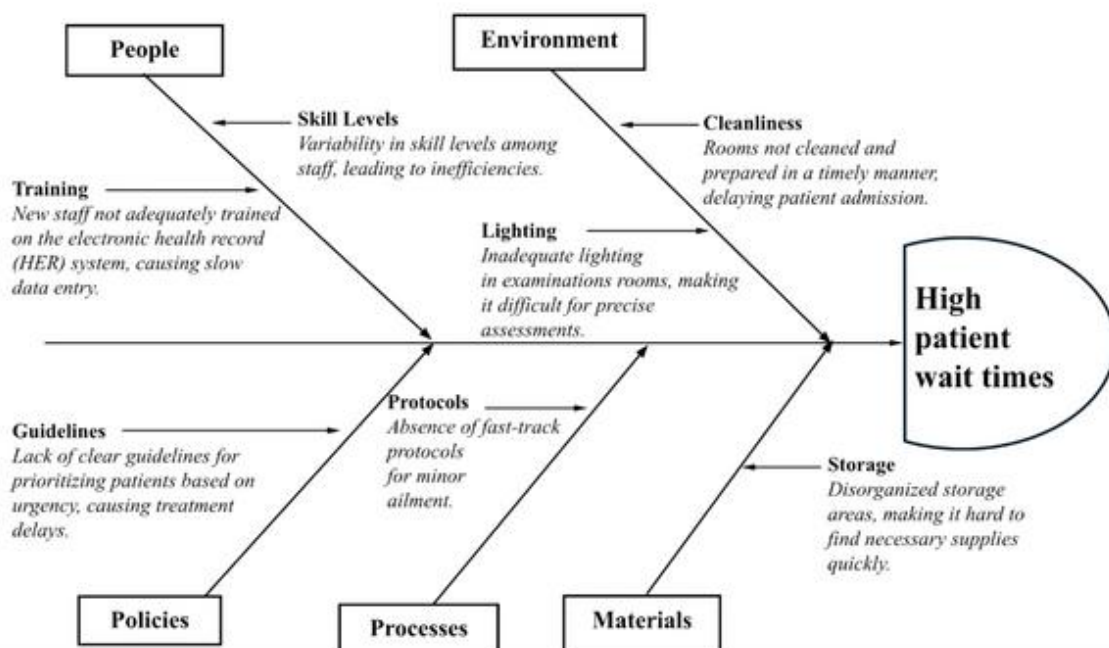
The 'head' of the fish represents the problem. 'Bones' branch off with categories of potential causes. Teams use this model to brainstorm, analyze, and prioritize root causes.

Why It's Useful

- Reveals systemic issues affecting outcomes
- Encourages team-based, non-blaming analysis
- Supports reflective, trauma-informed practice
- Helps focus improvement efforts on true root causes

Example: High Client No-Show Rates

The following diagram illustrates a Fishbone Analysis of high client no-show rates in a human service setting. It identifies root causes across multiple categories to support more targeted and effective interventions.

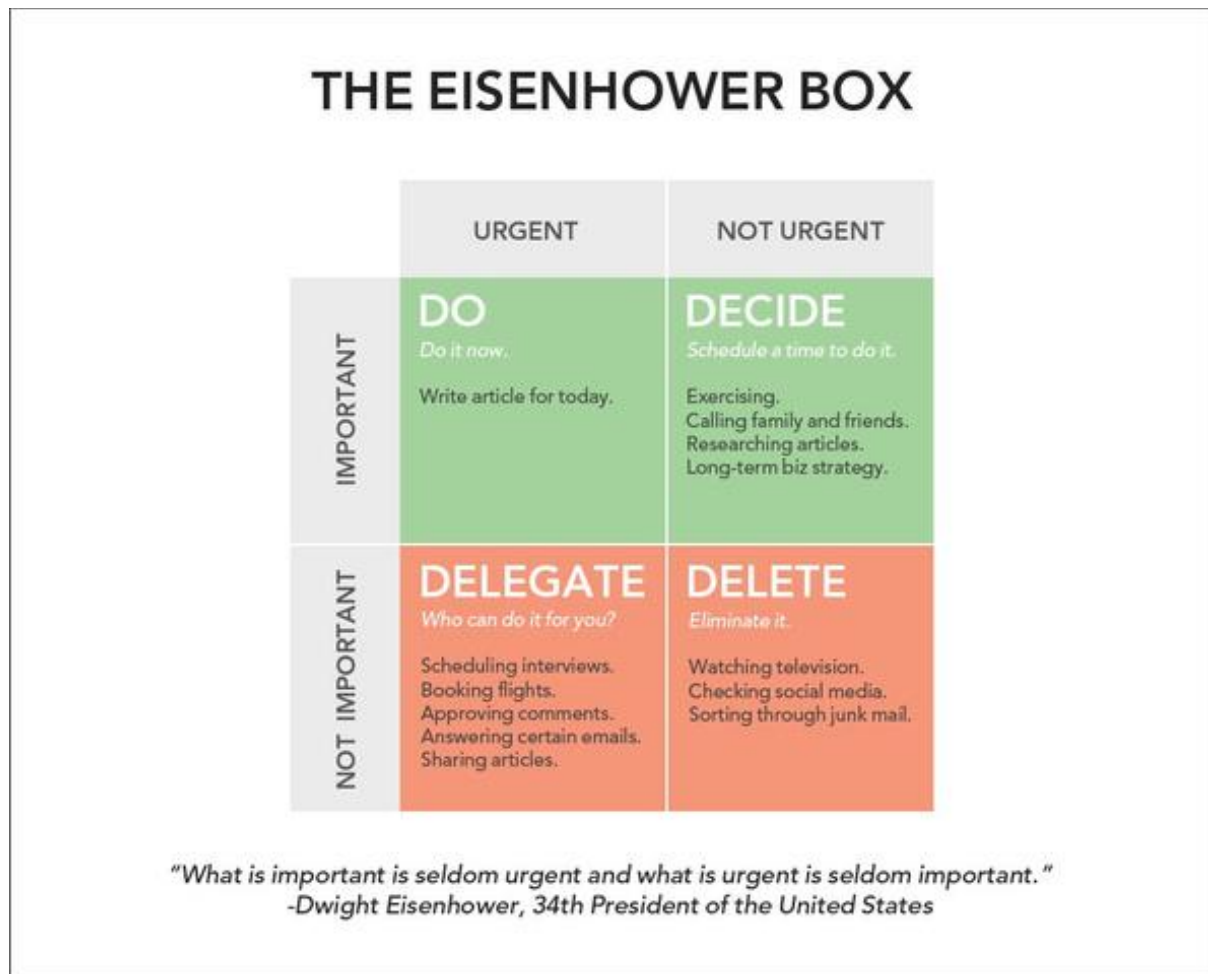


Prioritization & Delegation

Eisenhower Matrix

Organize your tasks based on urgency and importance to determine what to Do, Decide, Delegate, or Delete.

How It Works



The Four Quadrants

- 1. Urgent & Important:** Tasks that require immediate attention and are critical to success (e.g. crises, deadlines) → **Action: DO NOW**
- 2. Not Urgent & Important:** Tasks that support long-term goals, values, and mission (e.g. planning, training) → **Action: SCHEDULE IT**
- 3. Urgent & Not Important:** Interruptions or activities that feel urgent but don't move you forward (e.g. most emails) → **Action: DELEGATE IT**
- 4. Not Urgent & Not Important:** Distractions and timewasters (e.g. excessive scrolling, busy work) → **Action: ELIMINATE IT**

Why It's Useful

- Clarifies priorities and separates real impact from noise- Reduces stress by helping you stay ahead of urgent tasks- Builds focus on strategic, mission-aligned work- Improves daily and weekly time use

Bonus Tip* - The Eisenhower Matrix is more than a time management tool, it's a mindset shift. By spending more time in Quadrant 2 (Important but Not Urgent), you move from reacting to everything to leading with intention.

Time Management & Productivity

Time Blocking Calendar

Block focused time for high-priority work and balance it with rest, reflection, and self-care.

How It Works



Step 1: Brain Dump → Task Triage

Start by listing all your tasks for the day or week (this is your “**task pool**”). Use a framework like the **Eisenhower Matrix** to identify what’s urgent, important, or can be deferred/delegated.

Step 2: Categorize by Type

Group tasks into meaningful categories:

- **Deep Work** – focused, cognitively intense work (e.g., writing reports, planning programs)
- **Admin** – email, scheduling, documentation
- **Meetings** – calls, 1:1s, group check-ins
- **Personal/Breaks** – meals, movement, mental resets

Step 3: Block Your Calendar

Place tasks into time slots on your calendar using 30–90-minute blocks.

Step 4: Honor the Block

Treat each block like a **meeting with yourself**, start on time, avoid multitasking, and minimize interruptions.

Use a timer or visual cue (like changing your workspace or music) to help you commit.

Step 5: Review & Adjust Daily

At the end of each day:

- **Review** what was completed
- **Move** unfinished tasks to tomorrow’s block
- **Adjust** timing or categories as needed

Why It’s Useful

- Reduces decision fatigue – You already know what you’re doing and when
- Prevents overcommitting – It reveals how much time tasks *really* take
- Boosts focus – Encourages uni-tasking and prevents distractions
- Creates flow – Helps transition between types of work more smoothly

Bonus Tip* - Use color coding in digital calendars to visually distinguish categories. For example:

Blue = Deep Work

Yellow = Admin

Green = Meetings

Gray = Breaks

Communication & Emotional Intelligence

SBI Feedback Model (Situation–Behavior–Impact)

Deliver feedback that builds trust by describing the situation, behavior, and impact clearly.

How It Works

Components of the SBI Model

- **Situation** - Describe the specific context in which the behavior occurred. This sets the stage and ensures the feedback is grounded in a real moment.

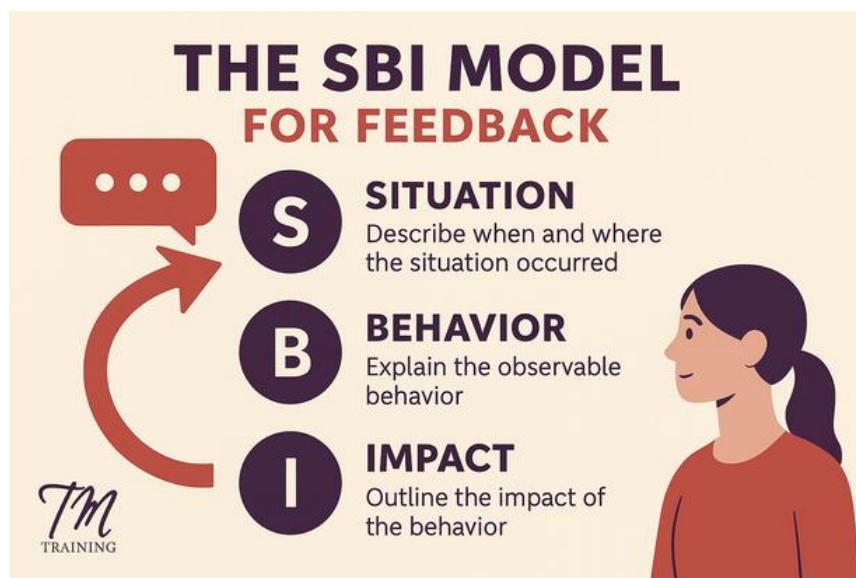
Example: "Yesterday during the 2 PM team meeting..."

- **Behavior** - State the observable actions without judgment or interpretation. Focus on what the person did, not what you think they meant.

Example: "You interrupted me while I was presenting the budget update."

- **Impact** - Explain how the behavior affected you, the team, or the work. This helps the recipient understand the consequences of their actions.

Example: "It made it difficult for me to communicate key points, and I felt undermined."



Why It's Useful

- **Reduces defensiveness** by sticking to facts and avoiding assumptions.
- **Encourages accountability** by showing how actions affect others.

- **Promotes growth** through constructive, actionable insights.

This model is especially useful in leadership development, performance reviews, and team dynamics

Bonus Tip* - Create an Emotional Triggers Journal to identify emotional patterns that influence your reactions and communication under pressure.

Strategic Thinking & Goal Alignment

Vision–Strategy–Execution Framework

Connect your team's daily actions to long-term organizational vision through structured alignment.

How It Works

Step 1: Define the Vision (Where You're Going) Start by identifying the big picture — your purpose and destination. A clear vision gives direction and meaning to your work.

- Clarify *why* your organization exists.
- Paint a vivid picture of the future you're working toward.
- Align the vision with your organization's values and community impact.

Example: "To build a culture where leaders grow others through trust, accountability, and empathy."

Step 2: Develop the Strategy (How You'll Get There) Your strategy outlines the path from vision to reality. It prioritizes what matters most and focuses energy where it has the greatest impact.

- Identify 3–5 strategic priorities that will move you closer to your vision.
- Define success indicators for each priority.
- Decide which programs, partnerships, or resources will help achieve these goals.

Example: "Develop a leadership pipeline through quarterly coaching cohorts and peer accountability sessions."

Step 3: Execute the Plan (What You'll Do and When) Execution turns your intentions into measurable results. It's where accountability and consistency matter most.

- Break strategies into concrete actions with owners and deadlines.
- Schedule regular check-ins and course corrections.
- Celebrate milestones and learning along the way.

Example: "Launch the first cohort in Q1, with monthly workshops and 1:1 coaching sessions."

Step 4: Review and Realign (What You've Learned) End each cycle by assessing progress and refining next steps. Use data and feedback to strengthen the next phase.

- Reflect on what worked, what didn't, and why.

- Adjust strategies to stay relevant as conditions change.
- Share insights transparently with your team.

Example: “After six months, review participant feedback to improve the program before expanding it.”

Why It Is Useful

The Vision–Strategy–Execution Framework helps leaders:

- **Bridge the gap between ideas and outcomes.** It turns inspiration into implementation.
- **Maintain alignment.** Everyone understands how their daily work connects to the larger mission.
- **Increase accountability.** It creates structure for measuring progress and celebrating wins.
- **Encourage adaptability.** Regular reflection keeps teams flexible in changing environments.
- **Foster engagement.** People are more motivated when they see how their work contributes to a shared purpose.

Bonus Tip* - Incorporate the use of a SMART Goal Planner to set goals that are Specific, Measurable, Achievable, Relevant, and Time-bound.



Continuous Improvement & Driving Results

PDRI Cycle

To improve specific processes, products, or systems through iterative cycles. It promotes intentional planning, purposeful execution, reflective learning, and strategic adjustment.

How It Works

PLAN – “Start with clarity.”

This phase involves setting clear goals, identifying needed resources, defining roles, and outlining steps for success. - Define objectives and outcomes- Anticipate challenges and risks- Assign responsibilities and timelines

Key Question: What are we trying to accomplish, and how will we know we're successful?

DO – “Take action with purpose.”

This is the implementation phase. Activities are carried out as planned while staying alert to issues or changes that arise. - Execute the plan- Communicate clearly and consistently- Monitor progress in real-time

Key Question: Are we following through as intended and staying aligned with the plan?

REVIEW – “Pause to learn.”

After implementation, this step involves assessing what went well, what didn't, and why.- Gather data and feedback- Evaluate results against goals- Reflect with your team or stakeholders

Key Question: What can we learn from this experience?

IMPROVE – “Refine and adapt.”

Based on the review, this phase identifies what to improve or adjust before the next cycle.- Apply lessons learned- Make necessary adjustments- Build better systems or processes

Key Question: How do we refine our approach to be more effective next time?

Why It's Useful

Using the PDRI cycle helps teams and leaders:

- Stay focused on desired outcomes
- Maintain a growth mindset through reflection
- Create feedback-rich culture
- Build habits of continuous improvement

The PDRI cycle turns action into insight and insight into progress. When applied consistently, it transforms good intentions into sustained, successful results.



Self-Leadership & Reflection

TMTC Self-Leadership Reflection Worksheet

Reflect on what went well, what could improve, and what you learned about your leadership this week.

How It Works

The Self-Leadership Reflection Worksheet is based on the proven Self-Leadership Model by Dr. Charles Manz. It helps leaders manage their behavior, motivation, and mindset through intentional reflection and action.

Weekly Reflection Prompts

Use these prompts at the end of each week to guide self-reflection and intentional growth:

1. What behavior helped me succeed this week?
2. Where did I find meaning or joy in my work?
3. What limiting thought did I challenge or reframe?
4. How will I apply what I learned next week?

Why It's Useful

This tool helps leaders take ownership of their growth journey by turning reflection into action. It builds emotional intelligence, clarity, and confidence—the foundation of authentic leadership. Research shows that leaders who consistently reflect on their actions and mindset are more adaptable, engaged, and effective at inspiring others. By using this worksheet weekly, you strengthen your ability to lead from within.

Stay Connected

TM Training & Consulting Website: www.tmtrainingandconsulting.com

Email: info@tmtrainingandconsulting.com

Social media: @TMTrainingConsulting

