



Leading with Impact

Manager Reflection & Planning Tool

Designed to support service managers to reflect on leadership, team culture, personal wellbeing, and practical strategies to thrive in their role.

You may choose to complete this independently, as part of professional learning, or within team leadership conversations.

1. Checking in with Yourself

- Take a moment to pause. Breathe. Answer honestly and without judgement.

Where do I feel I truly thrive in my role? (What is one of my key leadership strengths?)

What helps me feel settled, grounded, or ready to lead?

How do I usually start my workday?

What parts of my role currently feel most challenging?

2. Understanding my Stress Responses

- Stress is a natural response to challenge. Awareness is the first step in managing it.

What are some common stressors for me at work?

(eg. rostering, staffing shortages, complaints, compliance, meetings, conflict, decision-making)

How does my body tell me I am becoming stressed?

(eg. tense shoulders, headaches, shallow breathing, fatigue, irritability)



What thoughts tend to show up for me when I am under pressure?

3. My Regulation & Coping Strategies

- What currently helps me regulate when I feel overwhelmed?
- What small strategies have worked for me in the past?
Examples might include:
 - Slow breathing
 - Stepping outside / walking
 - Journaling / brain dump
 - Talking to someone
 - Short reflection on wins and challenges
 - Saying no or delegating
- Which of these could I practise more intentionally?

4. Leadership & Team Wellbeing Practices

- Small actions, practised consistently, can have a big impact. Tick or circle a few practices you would like to focus on:
 - Checking in with educators individually
 - Observing different shifts to understand team challenges
 - Mixing up staff rosters thoughtfully
 - Having honest, supportive conversations
 - Other (for your own reflection)
 - Recognising and building on staff strengths
 - Celebrating small wins
 - Reflecting on my leadership style regularly
- One small wellbeing action I commit to trying this week:

5. Boundaries & Support

Where in my work do I notice my boundaries being stretched?

What is one boundary I could strengthen or clarify?

Who are the people I can reach out to for support?

6. Personal Leadership Growth

What leadership skills or strengths do I currently bring to my role?

What is an area I would like to grow in?

What support or resources would help me develop in this area?

7. Team Culture & Empowerment

- Wellbeing and motivation are relational and shaped by everyday interactions.
 - What helps my team feel supported and empowered?
 - What gets in the way of feeling supported or effective as a leader?
 - What is one small action I could take this week to positively impact team wellbeing or culture?
- Examples: Observing a shift to understand staff challenges, Offering guidance without taking over tasks, Recognising individual educator strengths, Encouraging autonomy and initiative

8. Role Modelling Wellbeing

- Children, families and staff notice what they see.
 - What wellbeing strategies do I already role model?
 - What is one strategy I would like to model more intentionally?

9. My Personal Wellbeing Intentions

- Choose 1-3 realistic intentions.
 - _____
 - _____
 - _____
- How will I know these are helping?

Final Reflection ???

What is one kind, compassionate message I can offer myself today?

Remember, you do not need to do everything at once. Small steps matter. Progress matters more than perfection. Caring for yourself is not separate from your professionalism. It is a vital part of it. **When service managers thrive, educators feel supported, teams flourish and children benefit.**

