# EQi & Align Reflection Worksheet

Align, in the COLT Blueprint, is about creating clarity, consistency, and shared purpose. Through the lens of Emotional Intelligence (EQi), alignment involves recognizing how your emotions and communication affect others, being intentional about message delivery, and ensuring people feel seen, heard, and included in direction-setting.

## Section 1 – Self-Reflection Prompts

• How do I communicate vision or direction in a way that inspires and reassures?

• When has my emotional state impacted the clarity of my message?

• How do I invite alignment rather than demand compliance?

• When have I created unity during uncertainty or change?

## Section 2 – Leadership Behavior Self-Check

Rate yourself from 1 (Rarely) to 5 (Consistently):

□ I clearly communicate goals and expectations.

□ I ensure my tone and message are aligned.

□ I adapt how I communicate based on my audience’s needs.

□ I listen for misalignment and adjust accordingly.

□ I lead with purpose and emotional steadiness during times of change.

## Section 3 – Key Takeaways

• I recognize when my communication could be clearer when \_\_\_\_\_\_\_\_.

• I create alignment by \_\_\_\_\_\_\_\_.

• This week, I will practice emotional clarity in leadership by \_\_\_\_\_\_\_\_.

"You don’t lead by hitting people over the head — that’s assault, not leadership." — Dwight D. Eisenhower