

Leadership Soft Skills *Deep Dive Reflection Guide*

Honest questions for leaders who really want to look closely.

This guide is not a checklist, but a mirror. Take your time, write down your answers – and be more honest than you would be in a meeting. The questions target your “shadow area”: patterns you often sense but rarely say out loud.

The more honest you are, the more valuable it becomes for you.

How to use this guide:

- Print this document and answer the questions by hand.
- Find a quiet moment where you won't be disturbed.
- You don't have to fill in every question – choose the ones that “hit” you.
- Write as if truly no one but you will read it.
- At the end, look at your answers and formulate one concrete next step.

Date:

My role / my context (team, projects, current situation):

1. Collaboration & Team

In which situations do you truly work at eye level with your team – and in which moments do you unconsciously “play” hierarchy, even though it wouldn't be necessary? What are you protecting by doing so (e.g. status, control, fear of mistakes)?

Where do you unintentionally sabotage collaboration by “quickly doing things yourself” instead of solving them together? What would be the honest fear if you let go more?

If your team were completely honest: (Feel free to ask and get honest feedback)

What helps you in working with me:

What holds you back:

2. Empathy

When did you last consciously not ask, even though you noticed that someone on the team was emotionally out of balance? What held you back?

Best case:

Task / topic 2:

Worst case:

Best case:

How do you notice that you seemingly delegate responsibility but inwardly keep it with you (e.g. micromanagement, constant control, secret "rescue-doing")? In which situations do you do exactly that?

4. Resilience

How do you treat yourself when you make a mistake that is visible? Which inner sentences come up then ("I am...", "I must not...")? Where do you know that voice from?

6. Personal Development Plan

Your blind spot: Which feedback hit you the most in the past – and what part of it was, from today's view, *painfully true*? Which habit or attitude do you really want to change as a result?

Your next brave step (commitment):

Complete this sentence:

Over the next 4 weeks, I will face my pattern regarding

and deliberately act differently by, in situations like

from now on

doing – even if it costs me some effort in the short term.

Space for your thoughts:

A person I share my commitment with (optional): Name:

Occasion / timing:

Closing Impulse:

Soft skills arise on the inside – but show up on the outside: in meetings, emails, conflicts, decisions. When you work on your patterns, you need structures that support you: clear responsibility, visible work, less email chaos.

That's exactly where procoli comes in: We're building a platform that structures collaboration with internal and external partners so that you, as a leader, spend less time on follow-ups, searching and status loops – and have more room for what leadership is really about: listening, clarity, development.