Micro-Coaching Checklist for Leaders

Practical techniques you can apply within 24 hours to reduce bottlenecks,
boost accountability, and lead with greater clarity.

HOW TO USE THIS CHECKLIST

Micro-coaching is the practice of making small, precise leadership interventions that create outsized results. Each technique below can be applied within 24 hours — no preparation required. Work through one category at a time, or pick the area where your team needs the most immediate relief.

1 DECISION-MAKING CLARITY

☐ **Name the decision owner.**
For every open decision, ask: "Who has the authority to make this call?" If no one can answer, assign it now.

☐ **Set a decision deadline.**
Undecided decisions drain energy. Give every open item a "decided by" date — even if it is tomorrow.

☐ **Distinguish decide vs. consult.**
Before looping people in, ask: "Do I need their input or their approval?" Consulting everyone delays everything.

☐ **Document the decision.**
A 2-sentence record of what was decided and why prevents the same conversation from happening again next month.

2 BOTTLENECK REDUCTION

☐ **Identify your top 3 bottlenecks.**
Ask your team: "What is the one thing slowing you down most right now?" Listen without defending.

☐ **Find the upstream cause.**
Most bottlenecks have a root cause two steps back. Ask "why is this stuck?" at least twice before solving.

☐ **Remove one approval layer.**
Review your approval chain. Is every layer necessary? Removing one unnecessary sign-off can double your speed.

☐ **Batch similar decisions.**
Group similar low-stakes decisions and make them all at once rather than one at a time throughout the week.

3 ACCOUNTABILITY ACTIVATION

☐ **Clarify the commitment.**
Replace "I'll try" with "I will deliver X by Y date." Vague commitments produce vague results.

☐ **Ask for the plan, not the goal.**
After someone commits to an outcome, ask: "What is your first step and when will you take it?"

☐ **Follow up with curiosity.**
Replace "Did you do it?" with "How did it go?" — curiosity creates psychological safety and honest reporting.

☐ **Acknowledge progress publicly.**

When someone delivers, name it in front of the team. Recognition reinforces the behaviors you want to repeat.

4	**COMMUNICATION THAT MOVES PEOPLE**

☐ **Lead with the ask.**
State what you need in the first sentence. Leaders who bury requests lose their audience before the message lands.

☐ **Replace updates with actions.**
In every meeting, close each agenda item with: "Who will do what by when?" No action = wasted meeting time.

☐ **Name the elephant.**
If there is tension or avoidance in the room, name it directly: "I notice we keep circling this topic. Let's address it."

☐ **Calibrate your communication channel.**
Is this a text, an email, a call, or a meeting? Choosing the wrong channel wastes everyone's time.

5	**LEADERSHIP PRESENCE & SELF-MANAGEMENT**

☐ **Do a 60-second reset.**
Before a high-stakes conversation, pause. Breathe. Ask yourself: "What does this person or situation need from me right now?"

☐ **Audit your reactive patterns.**
Notice where you over-explain, over-apologize, or over-control. These patterns signal unresolved leadership gaps.

☐ **Protect your decision-making energy.**
Schedule your most important decisions before noon. Cognitive fatigue is real — your best thinking is a limited resource.

☐ **End each day with a 3-question debrief.**
What did I do well? What would I do differently? What do I need to let go of? Five minutes prevents accumulated stress.

YOUR 24-HOUR COMMITMENT

From this checklist, I will apply this technique today:

_____

The outcome I expect to see:

_____

READY TO GO DEEPER?

Book a POWER Breakthrough Session — a focused 1:1 coaching intensive designed to help you implement these techniques inside your organization.

iwillassistyou.net/powerbreakthrough

marleen@iwillassistyou.net | iwillassistyou.net