

O2L

OPTIMIZE2LEAD LEADERSHIP TOOLKIT

The Leadership Clarity Canvas

A practical workbook for defining how you lead, what matters now and what success should look like.

YOUR OUTCOME

A one-page leadership direction you can explain, act on and review.

Designed for leaders, managers, educators, entrepreneurs and emerging leaders.

Coach Kehinde G. Ogunlana | Optimize2Lead Connect

1. Begin with purpose

Clarity starts with knowing the contribution you are responsible for making. Write plainly. Avoid slogans.

The leadership challenge I am responsible for addressing is...

The people or outcomes that must be better because I lead are...

If I lead this season well, the visible difference will be...

2. Name your leadership values

Choose behaviours that others should consistently experience from you. Values become credible when they can be observed.

My five non-negotiable leadership values

For each value, what behaviour will people see?

Which value is currently under the greatest pressure? Why?

3. Set the vital priorities

A priority is a commitment that receives time, attention and a clear result. Limit yourself to three.

Prior ity	90-day result	First action	Measure
1			
2			
3			

What must I stop, delegate or postpone to protect these priorities?

4. Map the people who matter

Leadership happens through relationships. Identify who needs direction, support, challenge or partnership.

Person / group	What they need from me	Next conversation	By when

5. My leadership commitment

Turn the reflection into a short operating statement you can review weekly.

In this season, I will lead by...

I will know I am making progress when...

The accountability partner who will challenge me is...

WEEKLY REVIEW

- | | |
|--------------------------|--|
| ☐ | Did I protect my three priorities? |
| ☐ | Did my actions reflect my values? |
| ☐ | Did I have the conversations I was avoiding? |
| ☐ | What will I do differently next week? |