



Pause, Play, Repeat

Imagine you're a human podcast—your job is to tune in, not tune out. Active listening means you're fully present: no jumping in, no “me too” stories. Just pause, absorb, reflect, and respond with care. The tiny pause before replying is your secret weapon—it shows you're thoughtful, not just waiting to talk.

SELF-IMPROVEMENT



- **Tune In** - Be fully present - no distractions.
- **Don't DJ Their Story** - Avoid interrupting or jumping in with your own story.
- **Reflect the Sound** - Summarise to confirm understanding: "So what I am hearing is..."
- **Ask, Don't Assume** - If something's unclear, seek clarity with questions, not guesses.
- **Respect the Runtime** - Set time limits to avoid a one-sided conversation.

Press pause before you respond, take a breath, count to three and then reply. Taking a pause helps you avoid knee-jerk reactions and reply with clarity and care.



Small Changes, Big Impact!

Tiny tweaks every day lead to massive growth. Encourage staff to make small, consistent improvements that add up over time, enhancing their teaching, leadership, and school culture.

SELF-IMPROVEMENT



- **Choose a Focus** - Pick one area to improve —teaching, leadership, or culture.
- **Set a Small Goal** - Pick a tiny, specific change (e.g., greet one extra student).
- **Take Daily Action** - Incorporate the small but specific change in your daily routine.
- **Reflect Weekly** - Assess progress and adjust as needed.
- **Share Wins** - Celebrate small victories with a buddy or team.
- **Add New Habits** - Once one habit sticks, build another.

Track Your Progress! Keep a chart or journal to visualise your small wins. The more you see, the more you'll feel motivated!



Well-being Recharge

Leadership is demanding, but to help others thrive, you need to be at your best. Taking care of yourself isn't a luxury—it's essential for long-term success. From setting boundaries to making time for relaxation, self-care ensures you're leading with clarity and energy.

SELF-IMPROVEMENT



- **Set Boundaries** - Protect time between work and life.
- **Prioritise You** - Do what helps you recharge - move, play, connect.
- **Manage stress** - Breathe, journal, pause.
- **Take Breaks** - Short resets boost focus and energy.
- **Model Self-Care** - Your self-care empowers others to follow.

Schedule Self-Care just like an important meeting. Block off time for you—no excuses!

Curiosity-Driven Leadership

Growth is a journey, not a destination. Strong leaders are lifelong learners who are always seeking new ways to improve. Whether it's reading, attending PD, or reflecting on experiences, the best leaders are always expanding their knowledge and sharpening their skills. Stay curious, and lead by example!

SELF-IMPROVEMENT



- **Read & Explore** - Expand your knowledge through books, articles, and research.
- **Invest in PD** - Stay ahead with professional development.
- **Find Mentors** - Learn from experienced leaders who inspire.
- **Reflect Regularly** - Assess what worked, what didn't, and how to improve.
- **Promote Growth** - Foster a culture that celebrates learning and new ideas.

Make learning mobile! Listen to leadership podcasts or audiobooks during your commute to turn travel time into valuable PD.



Rule Your Clock!

Time is your most precious resource, therefore use it like a pro! Smart time management helps you stay ahead, lowers stress, and get the right things done. It's not about doing more—it's about doing what matters.

SELF-IMPROVEMENT



- **Prioritise Smart** - Focus on impact, not just activity.
- **Plan with Purpose** - Set clear daily and weekly goals.
- **Use the 3-Touch Rule** - Touched it 3 times? Decide, delegate, or delete.
- **Delegate to Elevate** - Share the load—lead, don't juggle.
- **Cut Distractions** - Protect focus time. Ditch pointless notifications and meetings.
- **Block Think Time:**
Don't just fight fires—schedule space for strategy and big-picture thinking.

Use the 80/20 Rule: Focus on the 20% of tasks that create 80% of the results.



Connection Power-up Plan

Leadership is better with company. Surround yourself with people who've got your back, challenge your thinking, and cheer you on. A support network gives you fresh ideas, honest feedback, and the comfort of knowing someone understands.

SELF-IMPROVEMENT



- **Link with Leaders** - Chat, share, and swap ideas with peers.
- **Find Your Core Crew** - Trustworthy colleagues = support and sanity.
- **Get a Growth Mentor** - Someone who challenges and champions you.
- **Ask for Help** - Strong leaders know when to reach out.
- **Give Back** - Support others—connection goes both ways.

Join a network or professional group— they're goldmines for fresh insights, real talk, and meaningful connections.



Walk the Talk

Great leaders don't just direct—they demonstrate. When you model integrity, resilience, and kindness, you give your staff and students a living example of what leadership looks like in action.

SELF-IMPROVEMENT



- **Live the Values** - Model respect, kindness, and positivity.
- **Own Mistakes** - Slip-ups happen—growth matters most.
- **Be Calm and Clear** - Lead with steady, constructive energy.
- **Ask + Act on Feedback** - Listen, then show it in your actions.
- **Reflect and Reset** - Lead how you'd want to be led—and adjust as needed.

Start meetings or briefings by highlighting how you've personally tackled a challenge or lived out a school value that week—it's powerful, relatable, and inspiring.



Mirror Moments

Leadership is a fast-moving ride.
But taking regular time to reflect helps
you learn from the bumps and boosts.
Reflection turns experience
into wisdom. It's where growth happens
—quietly, consistently, and powerfully.

SELF-IMPROVEMENT



- **Make Time** - Schedule 15 mins weekly (or 5 daily) to pause—no distractions.
- **Log It** - Note one win, one wobble, one insight.
- **Ask for Insight** - Seek trusted feedback:
“What might I be missing?”
- **Spot the Patterns** - Repeat issues? Reflection reveals the loop.
- **Apply the Learning** - Use insights to guide smarter next steps.

End each day by asking:

“What’s one thing I can do better tomorrow?”

Small tweaks = massive transformation over time.



The Power of Yet

Leaders with a growth mindset don't fear failure—they farm it for wisdom. A growth mindset transforms “this is hard” into “this is how I grow.” It helps you and your team become more resilient, creative, and courageous—ready to take on whatever comes next.

SELF-IMPROVEMENT



- **Shift the Mindset** - “I can’t” becomes “I can’t... yet.”
- **Find the Lesson** - Mistakes = messages. Look for the takeaway.
- **Use Feedback as Fuel** - It’s not personal—it’s growth.
- **Celebrate the Grit** - Effort counts as much as results.
- **Lead by Learning** - Share your growth too. Model the mindset.

Create a “Wall of Yet” in your staff room— sticky note things you’re all learning or tackling right now. Watch it grow over time as confidence blooms!



Bring on the Feedback!

When you handle criticism with curiosity instead of defensiveness, you unlock your next level. Whether it's glowing or gritty, feedback helps sharpen your skills and strengthen relationships. Keep calm, stay curious, and mine every nugget of wisdom— even when it's wrapped in tough words.

SELF-IMPROVEMENT



- **Pause Before You React** - Breathe first—clarity comes after calm.
- **Listen to Understand** - Hear it fully. Don't defend, just absorb.
- **Look for the Lesson** - Even tough feedback has something useful.
- **Reflect and Adjust** - Think it through, then tweak or try something new.
- **Appreciate the Honesty** - Feedback takes guts. A simple thanks goes far.

Create a “Feedback Buddy” system

—a trusted colleague you ask for feedback regularly. When you're open to it, criticism becomes collaboration.