Leadership Lessons Checklist for Team Meetings

Use this printable checklist to integrate military-inspired leadership principles into your team's routine. Review each item during your meeting and mark progress as you go.

How to Use This Checklist

Review the relevant leadership principle at the start of your team meeting. Discuss real examples, assign action items, and then check off the item once completed. Keep this checklist visible—on a whiteboard or shared digital space—to reinforce continuous improvement.

Checklist

- [ ] Lead from the Front: Team lead shares personal progress and joins frontline tasks.

- [ ] Ensure Clear Communication: Confirm objectives, roles, and deadlines with every team member.

- [ ] Adapt to Change: Identify one current challenge and brainstorm flexible solutions.

- [ ] Delegate with Trust: Assign a critical task to a team member and empower decision-making.

- [ ] Conduct After-Action Review: Hold a brief debrief on the last project milestone.

- [ ] Capture Lessons Learned: Document successes and areas for improvement on your AAR (After-Action Review) board.

- [ ] Rotate Leadership Roles: Nominate a different team member to lead the next mini-project.

- [ ] Celebrate Wins and Recognize Efforts: Highlight one individual or team achievement.

- [ ] Plan Next Actions: Define next steps, owners, and target dates for follow-up.

Tips for Maximum Impact

- Keep the checklist visible throughout the week, not just in meetings.

- Encourage open feedback—invite team members to suggest new items.

- Review this checklist monthly to track leadership growth and refine practices.

Continue empowering your team by weaving these military-tested principles into every meeting. For more resources and printable templates, visit MilBros.com.