

EXECUTIVE PRESENCE

Checklist

25 Habits of Confident Leaders

The habits that help leaders inspire trust,
communicate with confidence, and create influence.

Self Leadership

Communication

Professional Presence

Strategic Thinking

Influence & Leadership

25 Habits of Confident Leaders

SELF LEADERSHIP

- ☐ I keep commitments to myself.
- ☐ I manage my emotions professionally.
- ☐ I take responsibility for outcomes.
- ☐ I focus on solutions rather than problems.
- ☐ I remain calm under pressure.

COMMUNICATION

- ☐ I speak clearly and confidently.
- ☐ I maintain eye contact during conversations.
- ☐ I listen more than I interrupt.
- ☐ I ask thoughtful questions.
- ☐ I communicate expectations clearly.

PROFESSIONAL PRESENCE

- ☐ I arrive prepared for meetings.
- ☐ I present myself professionally.
- ☐ I maintain positive body language.
- ☐ I project confidence without arrogance.
- ☐ I stay composed in difficult situations.

STRATEGIC THINKING

- ☐ I think long term.
- ☐ I make decisions based on facts.
- ☐ I prioritize what matters most.
- ☐ I focus on impact over activity.
- ☐ I continuously learn and grow.

INFLUENCE & LEADERSHIP

- ☐ I empower others.
- ☐ I recognize and celebrate wins.
- ☐ I build trust consistently.
- ☐ I lead by example.
- ☐ I inspire confidence in those around me.

YOUR SCORE

21 – 25

CHECKS

Exceptional executive presence.
Continue refining your leadership impact.

16 – 20

CHECKS

Strong foundation with room for growth.

10 – 15

CHECKS

Developing leadership skills.
Focus on consistency.

Below 10

CHECKS

Great opportunity for growth
and transformation.

REFLECTION

Which three habits need the most attention?

1. _____
2. _____
3. _____

What is one leadership behavior I will improve this week?

Ready to lead with greater presence and impact?

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