

CHECKLIST

for Individuals, Leaders, and Coaches

Based on the principles in:
It's Not About the Coffee
Leadership Lessons from a Life at Starbucks
Howard Behar with Janet Goldstein
www.howardbehar.com
Portfolio 

When you, your team, or your organization is facing a decision, turning point, opportunity, or challenge, focus on two or three of these questions to test your principles and provide guardrails for the path you take.

- Are you wearing your one hat? Are you being true to yourself and your values?
- Is this the right thing to do? Is it aligned with who you are and where you want to go?
- Is the right person making the decision? Is it your responsibility, or is someone else closer to the issue or problem?
- Will your action or decision build trust and show you care?
- Have you listened? Are you basing your action(s) on the unstated as well as the stated truth?
- Are you taking responsibility? Are you saying what needs to be said? Remember, only the truth sounds like the truth.
- Are you ready to act? Have you done enough thinking, or do you need more information and time to think before taking action?
- If you are facing a crisis or significant challenge, are you putting human needs, including your own, first?
- Are you listening to your small voice? Have you used quiet to be your guide?
- Does the path you're choosing lead you to your dream, your larger goals? Can you say yes to it with enthusiasm, even if it's saying yes to letting go?