

The Leadership Mindset

Strengthening Focus, Clarity,
and Purpose

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Welcome to Our Session!



Today's Agenda

Welcome, Session Description and Outcomes

Guided Reflection: Where Is Your Focus?

Strategies for Focus and Clarity

Interactive Activity: Purpose Alignment Grid

Leadership Mindset Plan

Debrief and Group Sharing

Q&A



Session Description & Outcomes

Session Description

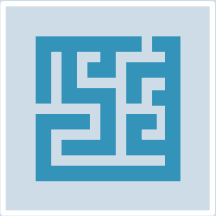
The Leadership Mindset: Strengthening Focus, Clarity, and Purpose - This session dives deep into the core pillars of effective leadership: **focus, clarity, and purpose**. You will learn strategies to sharpen their focus amidst competing priorities, gain clarity in decision-making, and align their actions with their personal and organizational goals.

Through guided reflection, interactive exercises, and practical role-playing scenarios, attendees will discover how to harness their inner abilities to lead with confidence and authenticity.

SESSION OUTCOMES



Learn actionable strategies to prioritize tasks, manage distractions, and maintain a laser-sharp focus on goals, enabling you to lead with efficiency and precision.



Discover tools to analyze complex situations, gain clarity in uncertain moments, and make confident decisions that align with your vision and values.



Create a personalized leadership plan that integrates your core values and organizational objectives, ensuring your actions consistently reflect purpose-driven leadership.

House Keeping...

- Interact and be present.
- Think quick on your feet.
- Candor & transparency.
- Why are you here?
Our objective is to help you develop and grow as leaders!



GUIDED *Reflection*

Pause. Reflect. Grow.
Lead with Purpose.



PAUSE



REFLECT



GROW



LEAD



What is Focused Leadership?



One that prioritizes tasks, makes decisive decisions, clearly communicates vision and goals, and effectively guides their team towards desired outcomes.



Are You a Focused Leader?



What Makes You a Focused Leader?



Time to SHARE...



- Share with us a time you had to effectively guide your team towards desired outcomes.
- Be specific – talk us through your process...





**WHERE
IS YOUR
FOCUS?**





What currently competes for your attention as a leader?

When are you most focused?

Where do you need more clarity?

Are you more...

PROBLEM FOCUS

What's wrong
What needs fixing
Blame
Control
Causes in the past
The expert knows best
Deficits and weaknesses
Complications
Definitions

SOLUTIONS FOCUS

What's wanted
What's working
Progress
Influence
"Counters" in the past
Collaboration
Resources and strengths
Simplicity
Actions

Strategies for Focus and Clarity



SHARPEN YOUR ATTENTION

- Identify Top Priorities (MITs)
- Use the Pomodoro Technique
- Block Out Distractions



CLARIFY YOUR VISION

- Create a Mind Map
- Practice "Brain Dumping"
- Define Your "Why"



DECLUTTER YOUR ENVIRONMENT

- Organize Your Workspace
- Limit Open Browser Tabs
- Set a Daily Schedule



REFLECT AND RESET

- End-of-Day Review
- Weekly Planning Session
- Prioritize Self-Care



OPTIMAL PERFORMANCE & FLOW STATE

OPTIMAL
PERFORMANCE
& FLOW STATE

• Block Out Distractions

• Set a Daily Schedule

• Prioritize Self-Care

Strategies for Focus and Clarity

- Define and Revisit Your Top 3 Priorities
- Use the Eisenhower Matrix - *Also known as the Urgent-Important Matrix, is a time management and prioritization tool that helps individuals and teams categorize tasks based on their urgency and importance.*
- Separate tasks into urgent vs. important
- Start Each Day with a 10-Minute Focus Ritual

Strategies for Focus and Clarity

- Practice the “3-Question Method – Ask yourself: **What matters most? What can I control? What’s my next best move?**
- Block Time for Deep Work/Schedule uninterrupted time for strategic thinking and decision-making, protect it as you would a meeting.
- Set aside 15–30 minutes each week to ask: **What worked? What distracted me? What will you adjust?**

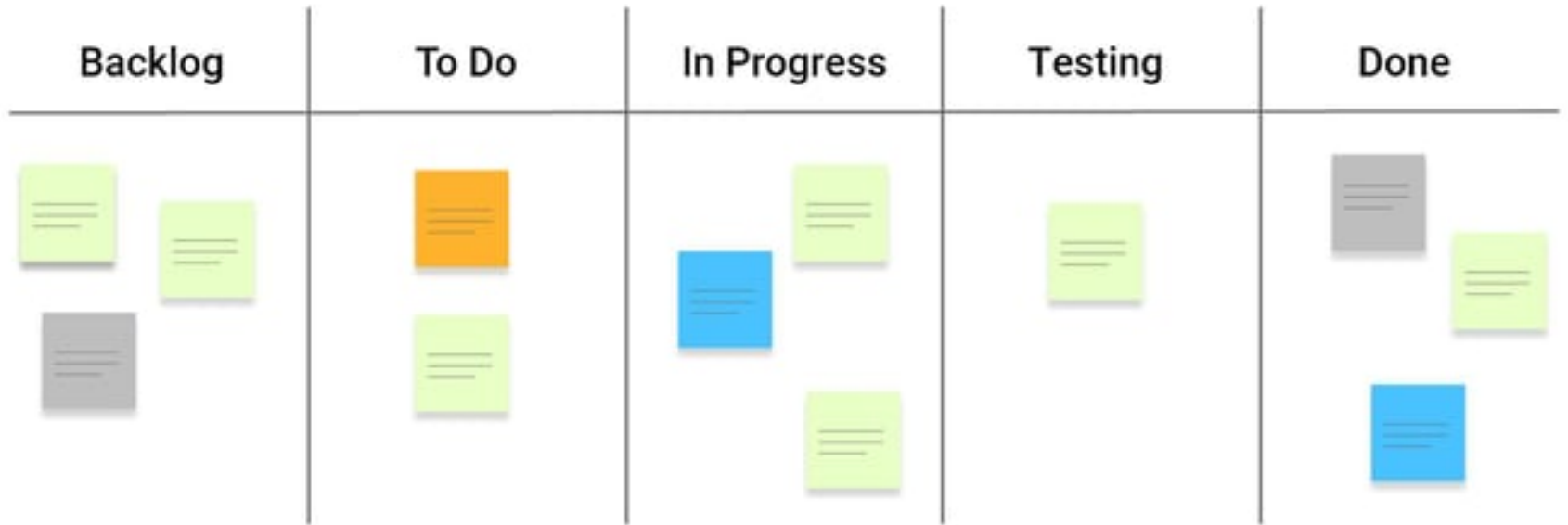
Strategies for Focus and Clarity

- Clear, concise instructions reduce ambiguity, minimize misalignment, and free your mind from follow-up confusion. **Doing this reduces the “noise”.**
- Reflect Weekly
- **Use Visual Tools to Stay Aligned** - Kanban boards, dashboards, or focus maps help you and your team visually track progress and stay on course.

What is a Kanban Board?

- Kanban board is a visual workflow management tool, originally from the Toyota Production System. It breaks down projects into tasks and visualizes the progress through stages like To Do, In Progress, and Done.
- It is a visual project management tool that uses columns and cards to represent tasks and the progress through a workflow. It helps teams visualize work, limit work in progress, and optimize efficiency.

KANBAN BOARD



How To Use The Eisenhower Matrix

1. LIST ALL TASKS

Begin by writing down every task you need to accomplish, regardless of its perceived significance.

2. ASSESS URGENCY AND IMPORTANCE

Evaluate each task to determine if it's urgent (requires immediate attention) and/or important (contributes to long-term goals).

3. CATEGORIZE INTO FOUR QUADRANTS

Quad 1: Urgent and Important
Quad 2: Important but Not Urgent
Quad 3: Urgent but Not Important
Quad 4: Neither Urgent nor Important

4. PRIORITIZE ACTIONS

Quad 1: Address immediately.
Quad 2: Allocate time in future.
Quad 3: Delegate.
Quad 4: Eliminate or reduce.

5. IMPLEMENT AND MONITOR

Begin working according to your prioritized list. Regularly check your progress and adjust as necessary to stay on track.

6. REVIEW AND ADJUST

Periodically revisit your task list and the matrix to accommodate new tasks or changing priorities, ensuring continuous alignment with your objectives.

Quad 4: Eliminate or reduce.
Quad 3: Delegate.
Quad 2: Allocate time in future.
Quad 1: Address immediately.

Begin working according to your prioritized list. Regularly check your progress and adjust as necessary to stay on track.

Periodically revisit your task list and the matrix to accommodate new tasks or changing priorities, ensuring continuous alignment with your objectives.

The Eisenhower Decision Matrix

	Urgent	Not Urgent
Important	Do Fixing a critical bug in your software before a presentation.	Decide Planning your marketing strategy for the next quarter.
Not Important	Delegate Forwarding a request that doesn't fall within your expertise.	Delete Unsubscribing from irrelevant emails.

What's the Difference...

Kanban boards provide a visual representation of tasks, allowing for real-time tracking and

Eisenhower Matrix prioritizes tasks based on urgency and importance, ensuring that critical tasks receive the attention



Leadership Scenario:

You're a department leader preparing to present a critical initiative to the team - something you've been aligning your staff around for weeks. You're focused and ready to finalize your talking points when a team member walks in with a pressing request:

Team Member: Hey, I know you're prepping for the exec briefing, but I just found out that a client is requesting an immediate response to a proposal. I can't move forward unless you review it now, it's due in two hours. I really need your input or the deal might fall through."

WHAT WOULD YOU DO?



The Leader must:

- Pause and assess both priorities.
- Communicate a clear decision based on focus and mission alignment.
- Either delegate, delay, or reprioritize and explain your decision.

You have 1 minute to think this through...



VOLUNTEERS
NEEDED!



Strategies for Focus and Clarity



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REFLECT AND RESET

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PURPOSE ALIGNMENT GRID

Use this tool to align your core values, leadership goals, and institutional objectives. It helps identify where your leadership actions are in sync and where adjustments may be needed for greater purpose and impact.

Core Value

Leadership Goal

Institutional Objective

e.g., Integrity e.g., Build a transparent feedback culture

e.g., Improve communication across departments

PURPOSE ALIGNMENT GRID

Reflection Prompts

Use these to assess alignment and identify areas for growth:

- Where do I see strong alignment across these three columns?
- Is any value or goals missing from my daily leadership actions?
- Do any of my leadership goals conflict with what the institution is trying to achieve?
- What changes can I make to bring these three areas into greater alignment?
- How can I communicate this alignment more clearly to my team?

PURPOSE ALIGNMENT GRID



Next Step...

Write one action you will take this week to strengthen alignment between your leadership and your purpose:

This week, I will...

ROLEPLAY



PRACTICE. PERSPECTIVE. IMPROVE.

*Step into real-world situations,
understand different viewpoints,
and grow together.*



BETTER
CONVERSATIONS
STRONGER
TEAMS
BETTER
RESULTS



PRACTICE

Step into real-world situations to build confidence.



PERSPECTIVE

Understand different viewpoints and broaden awareness.



IMPROVE

Apply lessons and strengthen your skills.



GROW TOGETHER

Learn from each other and create stronger, more connected teams.

BETTER CONVERSATIONS ★ STRONGER TEAMS ★ BETTER RESULTS



build confidence:
situations to
step into real-world
PRACTICE



broaden awareness:
viewpoints and
understand different
PERSPECTIVE



your skills:
and strengthen
apply lessons
IMPROVE



more connected teams:
and create stronger
learn from each other
GROW TOGETHER

VOLUNTEERS
NEEDED!



Role Play – Fog of Leadership

Volunteers: Leader and Team Member

Scenario: You are managing a team working on a high-stakes, cross-departmental project that is due in two weeks. The project has been progressing well, but during a morning meeting with upper management, you receive an abrupt directive:

Shift team focus immediately to a new internal initiative tied to an upcoming funding opportunity. Resources must be reallocated.

You're unclear on the details of this new initiative or how long the pivot will last, and you're worried this will damage team morale, especially since the original project was a passion project for many team members.

Your job is to:

- Communicate the change to a key team member
- Maintain transparency without creating panic
- Decide what action to take next (pause current work? balance both? wait for more info?)
- Keep purpose and morale intact

Role Play – Fog of Leadership

Team Member: You've been leading a major part of the original project. You're deeply invested, and your team is finally gaining momentum. You're caught off guard by the sudden shift and feel disappointed, maybe even frustrated.

Your role is to:

- React genuinely
- Ask questions about the shift
- Seek clarity on priorities, expectations, and next steps
- Challenge the Leader respectfully if you're unclear or discouraged

Objective: To help practice focused leadership when priorities shift unexpectedly and decisions must be made with limited clarity all while maintaining trust, morale, and team direction.



Leadership Mindset Plan

Before you leave the conference, commit to one action in each of the three core areas discussed: focus, clarity, and purpose.

1. Focus Strategy: [Write one strategy you will use to prioritize and stay focused.]

2. Clarity Tool: [Write one tool or technique you'll use to gain clarity in decision-making.]

3. Purpose-Driven Action: [Write one action you will take that aligns with your personal and organizational purpose.]

Keep this plan visible as a reminder of your commitment to lead with intention.

LEADERSHIP MINDSET PLAN



Final message:
Leadership starts
within.

Strengthen your
mindset, and your
impact follows.

