



# The Mindful Leadership Indicator<sup>®</sup> (MLI) Tool

*This is a powerful diagnostic tool for transforming your business and your life. It will identify the keys to your leadership style and help you to become a more mindful and inspirational leader in business and in life*



**Michele Gennoe**  
CLARITY • STRATEGY • RESULTS

Copyright 2018  
Michele Gennoe

## The Mindful Leadership Indicator (MLI) Diagnostic Tool

*Every successful business needs Mindful Leaders  
The driving force who becomes known in the industry-*

*The “Richard Branson’s” of Virgin,  
The “Oprah’s” of Entertainment,  
the “Larry and Sergey’s” of Google....*

*Mindful leaders are leaders who do what they love  
and love what they do*

***And the only way to do great work is to love what you do.  
If you haven’t found it yet, keep looking. Don’t settle.  
Steve Jobs***

Copyright 2018  
Michele Gennoe

The questions that follow should be completed as openly and honestly as you can about yourself and your leadership style. There are no ‘right’ or ‘wrong’ answers. There are only the answers that reflect your leadership style and help to identify what are the areas that you can grow and develop to be an inspirational leader.

# The Mindful Leadership Indicator (MLI) Diagnostic Tool

## Section One

### Managing Your Time

You plan your own day

- Yes
- No

Your assistant plans your day

- Yes
- No

Your assistant arranges all of your meetings **only** after consulting with you

- Yes
- No

How long do you spend planning your activities for the day, each day?

- < 30 minutes
- 1-2 hours
- > 30 minutes

How long do you spend **prioritising** what activities you are going to do and when you are going to do them in the day?

- < 30 minutes
- 1-2 hours
- > 2 hours

Do you allocate specific timeslots for when you will do regular activities in the day, e.g. lunch from 12-1, return phone calls from 3-4

- Yes I allocate specific timeslots for regular activities
- No, I don't allocate specific timeslots for regular activities

Do you have a balance of time for work, family, friends and time for yourself each week?

- Yes, my life feels balanced
- No, my life does not feel balanced

What are the main areas that you would like to spend **more** time with (eg friends)

---

---

What are the main areas that you would like to spend **less** time with (eg work)

---

---

# The Mindful Leadership Indicator (MLI) Diagnostic Tool

## Section Two

### Your Time Is Focused

When you attend meetings/activities you are always clear about what the point of the meeting/activity is and what your role is

- Yes
- No

The meetings/activities you attend have an agenda/plan with timings and information that you have received with enough time to review

- Yes
- No

The meetings/activities that **you** run have got an agenda and the information is sent out to people early enough so that they have enough time to review them

- Yes
- No

People in the meetings/activities you attend are focused and participate in the discussions, i.e. they are not distracted by a mobile devices or side talking

- Yes
- No

Where possible meetings/activities are combined so that a few topics are covered if the same people are required to be there

- Yes
- No

When running interstate or overseas meetings all of the participants are invited to make comments at some point so that everyone has an opportunity to participate

- Yes
- No

The meetings/activities you are involved with achieve the outcomes that they have set out for them at least 75% of the time

- Yes
- No

If no, why not?

---

---

---

---

# The Mindful Leadership Indicator (MLI) Diagnostic Tool

## Section Three

### You Prioritise Your Communication

You manage your own emails/texts/social media

- Yes
- No

Your assistant manages your emails/texts/social media

- Yes
- No

How long do you spend prioritising and going through your emails/texts/social media in the day?

- < 30 minutes
- 1-2 hours
- > 2 hours

Do you allocate specific timeslots for when you will respond to emails/texts/social media in the day?

- Yes I allocate specific timeslots for responding to emails
- No, I don't allocate specific timeslots for responding to emails

You spell and grammar check your emails/texts/social media

- Yes
- No

You re-read your emails/texts/social media before you send them to make sure that they make sense

- Yes
- No

You ask someone else to read your emails/texts/social media if it is an email about a difficult or complex subject

- Yes
- No

You keep the language, culture, and conditions of the receiver in mind when you are writing the emails/texts/ social media

- Yes
- No

How do you keep the possible conditions of the receiver in mind?

---

---

---

# The Mindful Leadership Indicator (MLI) Diagnostic Tool

## Section Four

### Sharing Your Messages with the World

You create your own presentations/videos/articles/materials that represent you

- Yes
- No

Your assistant creates your presentations/videos/articles/materials for you

- Yes
- No

How long do you spend working on your presentations/videos/articles/materials on average?

- 1-2 hours
- 2-4 hours
- > 4 hours

Do you spell and grammar check your presentations/videos/articles/materials?

- Yes
- No

Do you ask someone else to review your presentations/videos/articles/materials?

- Yes
- No

Do you keep the language, culture, and conditions of the audience of the presentations/videos/articles/materials in mind when writing or reviewing them?

- Yes
- No

Do you do something to assist with any nerves or uneasiness prior to presenting your presentations/videos/articles/materials

- Yes
- No

What do you do to assist with nerves or uneasiness prior to giving/releasing the presentations/videos/articles/materials

---

---

---

After you have released the information/ given the presentation, do you respond to question/feedback from about the presentations/videos/articles/materials

- Yes
- No

## The Mindful Leadership Indicator (MLI) Diagnostic Tool

### Section Five

#### Managing Your Energy

Do you know when you work more productively in a day, eg in the mornings or in the afternoons, in the evening?

- Yes
- No

Do you organise your day based on when you are most productive?

- Yes
- No

Do you take regular breaks throughout the day

- Yes
- No

Do you recognise if and when your team members need a break and instruct them to take one?

- Yes
- No

Do you eat/drink water when your body prompts you for them throughout the day?

- Yes
- No

Is the food you eat during the day healthy and provides energy and vitality to you?

- Yes
- No

Do you take a break from your desk at lunch time/ or periodically each day?

- Yes
- No

Do you go outside and get fresh air at least once during the day?

- Yes
- No

Do you socialise with other people on your breaks (on most days) at your work?

- Yes
- No

# The Mindful Leadership Indicator (MLI) Diagnostic Tool

## Section Six

### Communications At your Company

In your company is there are there clear communication channels from senior management down to all staff?

- Yes
- No

Are there communication channels that all staff can use to communicate with senior management?

- Yes
- No

Are there clear communication channels with key stakeholders outside of your company eg website updates, social media page updates, events, etc.

- Yes
- No

Are there clear communication channels that external stakeholders can use to communicate with the company?

- Yes
- No

Is there is a PR function that is able to handle not only day to day events but also serious issues (both media and social media) if they were to arise?

- Yes
- No

Successes within the organisation are regularly communicated to all staff

- Yes
- No

You are a good communicator

- Yes
- No

Your team have given feedback that your communication is clear

- Yes
- No

What is your biggest strength when you are communicating within your Company?

---

---

---

---



# The Mindful Leadership Indicator (MLI) Diagnostic Tool

## Section Seven

### Culture Where You Spend Most of Your Day

Does your organisation have a code of conduct/guidelines for staff?

- Yes
- No

Does your organisation have corporate values which are communicated to all staff and displayed around the organisation?

- Yes
- No

Does your organisation hold events for staff, eg end of financial year drinks, Christmas parties?

- Yes
- No

Do you regularly have surveys of staff to assess staff sentiment and issues?

- Yes
- No

With all of this information about your organisations culture, is it a good place to work, or is there issues with the culture?

- Yes
- No

Is there diversity in the organisation (men, women, disabilities, ethnic groups?)

- Yes
- No

Is there an equal number of male and female senior staff, or is there more of one gender than the other in senior roles?

- Yes
- No

If there was a t shirt to with a logo that described your company's culture- what would that t shirt say?

---

---

How do you feel when you go to your organisation (bored, neutral, excited, depressed...)

---

---

---

## The Mindful Leadership Indicator (MLI) Diagnostic Tool

### About Michele Gennoe (Mindful Michele)



Michele Gennoe is a woman on a mission. She is passionate about helping leaders to be more mindful so they can live both meaningful and profitable lives by following the 7 Steps, Purpose, Passion, Pathways, People, Prosperity, Pausing and Presence framework to being a mindful leader.

Michele's business experience spans over 20 years in executive management and senior consulting roles in Australia, Europe and South America. She holds postgraduate qualifications on International Management and a Masters in Spiritual Science. As a natural change maker Michele brings out the best in people and empowers change, often in complex and multi-cultural environments. She has worked in the strategic and organisational change areas on start-up projects in 31 different industry sectors.

Having spent many years in the corporate and personal development worlds Michele is comfortable in both. Her latest book, "Mindful Leadership: 7 Steps to transforming your business and your life" is a culmination of her extensive work in these areas and in particular on strategy, organisational change, planning and personal development.

In developing the Mindful Leadership Experience Michele has brought together industry experts in each of the program areas to form a dynamic group of people who are committed to supporting you by tailoring each of the program elements to meet your specific situation and circumstances.

*"Michele is a high level changemaker that can come in and help you transform the way that you do business. The work that she does in transforming corporations in Australia and around the world is profound"*  
*D Lehrer, Forex Nation*

*"Her generous, dedicated nature is a standout strength as is her abundance of knowledge, experience and passion in the Mindful Leadership space"*  
*S Chambers, It's About the Customer*

*"Michele is a fabulous human being, she understands mindful leadership and she is really passionate about delivering that to the world... Really inspired by her"*  
*C Alderman, Be Ultimate*

*"Michele is a changemaker and its her background of 20 plus years working in corporate plus her background on a personal development level that really works"* *R Powis, Defining Style*



Being a leader can be a challenging role and it is not always easy to find the right sort of training to help you build you and your staffs skills and expertise.

Call the friendly staff at Michele Gennoe and we can explain the Mindful Leadership Development program options on offer and see if it is the right match for your leadership needs.

We look forward to assisting you with your Leadership needs



+61 (2) 9086 9299  
e: [michele@michelegennoe.com](mailto:michele@michelegennoe.com)  
[www.michelegennoe.com](http://www.michelegennoe.com)