



Calm Leader Assessment

A calm leader:

- Is in good physical health, exercises regularly, and maintains a healthy weight
- Is curious and intelligent
- Is self-aware and cares about his/her interactions with others
- Exercises self-control and is able to alter his/her behavior when necessary or desired

Complete the four sub-assessments to evaluate your level of physical, mental, emotional and behavioral calm. Put a check mark next to each true statement. Give yourself one point for each check mark.

How Calm is Your Body?

1. I drink at least four glasses of water every day (plain water, not flavored water).
2. I eat foods with refined sugar less than once a week.
3. I drink 3 or fewer cups of coffee, tea or energy drinks per week.
4. I eat at least 3 servings of fruits and vegetables a day.
5. I weigh within 10% of my ideal body weight.
6. I get at least 7 hours of sleep each night.
7. I exercise at least four days a week for at least 20 minutes.

Physical Calm Score:

How Calm is Your Mind?

1. I work no more than 50 hours a week including work at home during the week and on weekends.
2. I ingest non-work related news (local, national, and international) no more than twice a day for up to a total of 45 minutes from all sources including online, print, broadcast, and the grapevine (receiving the news from other people).
3. I ingest no more than two hours of entertainment stimuli per day from all sources including television, movies, radio, web, iPod, etc.
4. During the work week, I check my work email no more than three times a day at routine, scheduled times for no more than one hour at a time.
5. I schedule at least four hours of communication-free time every work week during which I'm not ingesting any information via face to face, phone, email, web or print communication. I use this time to work on projects that require uninterrupted thinking, planning, and writing.
6. At least three days a week, I spend at least 15 minutes in silence either in reflection or doing a mindful awareness practice.
7. On weekends, I take at least a 36-hour break from all work information (email, phone, conversation, reading, thinking, etc.).

Mental Calm Score:

How Calm is Your Heart?

1. I have a large vocabulary of emotions to describe a variety of positive and negative feelings.
2. I use both my positive and negative emotions as a source of information about how to navigate my life.
3. I can easily enter into a calm state characterized by a relaxed body and focused mind.
4. I can calm myself down quickly after an upsetting event that generates anger, sadness, or fear.
5. I'm good at reading other people's emotions even when the emotions are not directly expressed.
6. I have a calming influence on other people.
7. People view me as an effective coach for helping others' navigate their emotions to reach their goals.

Emotional Calm Score:

How Calm is Your Actor?

1. I maintain an up-to-date to-do list, so that I know exactly what I'm choosing to do or not do at any point in time.
2. I do accurate, on-time work and rarely have crises.
3. I delegate almost all tasks that aren't planning or staff development.
4. I interact with others in a neutral, solutions-based manner rather than a charged up or down problem orientation.
5. When my body is moving or connecting with an object, I'm aware of the movement and sensations.
6. I monitor and adjust how much I speak and listen in a conversation.
7. I prepare for challenging conversations or meetings ahead of time so that I can act with a goal in mind.

Behavioral Calm Score:

Total Calm Score

Total of four sub-scores:

- 0-9 points Novice: Consider asking for feedback from a colleague or coach on how to increase your calm foundation.
- 10-18 points Experienced: Select one or two behaviors from the assessment to enhance your calm leadership style.
- 19-28 points Expert: Maintain and reward yourself for your excellent calm habits.