## Daily Progress Checklist

<table>
<thead>
<tr>
<th>Progress</th>
<th>Setbacks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Briefly describe 1 or 2 events today that indicated either a small win or a possible breakthrough.</td>
<td>Briefly describe 1 or 2 events today that indicated a small setback or a possible crisis.</td>
</tr>
</tbody>
</table>

### Catalysts
- Did the team have clear short- and long-term goals for meaningful work?
- Did team members have sufficient autonomy to solve problems and take ownership of the project?
- Did they have all the resources they needed to move forward efficiently?
- Did they have sufficient time to focus on meaningful work?
- Did I give or get them help when they needed or requested it? Did I encourage team members to help one another?
- Did I discuss lessons from today’s successes and problems with my team?
- Did I help ideas flow freely within the group?

### Inhibitors
- Was there any confusion regarding long- or short-term goals for meaningful work?
- Were team members overly constrained in their ability to solve problems and feel ownership of the project?
- Did they lack any of the resources they needed to move forward effectively?
- Did they lack sufficient time to focus on meaningful work?
- Did I or others fail to provide needed or requested help?
- Did I “punish” failure, or neglect to find lessons and/or opportunities in problems and successes?
- Did I or others cut off the presentation or debate of ideas prematurely?

### Nourishers
- Did I show respect to team members by recognizing their contributions to progress, attending to their ideas and treating them as trusted professionals?
- Did I encourage team members who faced difficult challenges?
- Did I support team members who had a personal or professional problem?
- Is there a sense of personal and professional affiliation and camaraderie within the team?

### Toxins
- Did I disrespect any team members by failing to recognize their contributions to progress, not attending to their ideas, or not treating them as trusted professionals?
- Did I discourage a member of the team in any way?
- Did I neglect a team member who had a personal or professional problem?
- Is there tension or antagonism among members of the team or between team members and me?

### Inner work life
Did I see any indications of the quality of my subordinates’ inner work lives today?
- Perceptions of the work, team, management, firm
- Emotions
- Motivation

What specific events might have affected inner work life today?

### Action Plan
What can I do tomorrow to strengthen the catalysts and nourishers identified and provide ones that are lacking? What can I do tomorrow to start eliminating the inhibitors and toxins identified?

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