

Creating Your Leadership Legacy

A Reflective Workbook for
Purpose-Driven Leaders

INTRODUCTION



“Your leadership isn’t defined by your title—it’s defined by the trust, growth, and courage you leave behind.”

—Lead-ology Principle

This workbook is for leaders who want to create a lasting, meaningful impact—not just through the work they do, but through how they lead. Whether you're new to leadership or decades in, this resource will help you align your daily actions with the legacy you're building.

Each section offers guided reflections, leadership insights, and journaling prompts designed to help you deepen your clarity, sharpen your strategy, and root your impact in purpose. Because your legacy doesn't begin when you leave. It begins when you lead with intention.

Before we can build a leadership legacy, we have to define what leadership really means to us—and how it shows up in our daily lives, decisions, and values. This section helps you reflect on your personal “why,” get clear on what you stand for, and begin shaping the foundation of your leadership story.



What is a Leadership Legacy?

Your leadership legacy is the lasting impact you leave behind—through your actions, decisions, and influence on others. It’s not about perfection; it’s about purpose.

Why It Matters:

- Inspires future generations of leaders

- Shapes your organization’s culture and direction
- Builds sustainability and resilience in your mission

Reflection Prompts:

- ❖ What do I want to be remembered for as a leader?
- ❖ What kind of impact do I want to make—on people, systems, and culture?
- ❖ How would I define “legacy” in the context of leadership?



Understanding Your Purpose and Values

A strong sense of purpose and values anchors great leaders. These aren't just abstract ideas—they're the why behind every decision you make.

Purpose:

Your purpose is your core reason for leading. It's what lights the fire in your belly and gives your work meaning.



Values:

Your values are the compass you use to make decisions, connect with others, and stay grounded during challenges.

Reflection Prompts:

❖ Why did I choose this work?

❖ What core values guide my leadership?

❖ How do my values show up in how I lead, communicate, and make decisions?



CRAFTING YOUR LEADERSHIP LEGACY STATEMENT

Craft the message that guides how you lead—and how you’re remembered. Your leadership legacy is already in motion. It’s not something you wait to write at the end of your career. It’s something you shape every single day, through your values, your actions, your relationships, and your ripple effect.

Use this page to declare the legacy you want to live and leave.

Legacy Statement Prompt:

I lead to _____ by staying true to _____ so that I can _____.

Need a little help?

- Think about your “why” from the previous section.
- Consider what values keep you grounded.
- Imagine your future team talking about your impact—what do they say?

Don’t worry about perfection. **Just start.**

This section is about dreaming forward and leading with clarity.

You'll identify your vision, set meaningful goals, develop leadership skills, and build the relationships that support your next level of impact.



Strategic Vision and Goal Setting

A leadership legacy doesn't happen by accident. It's built with vision and guided by goals.

Envision the Future

What long-term impact do you want to make as a leader? Picture your work 3, 5, or even 10 years from now.

Set SMART Goals

To move with intention, use the SMART model:

Specific • Measurable • Achievable
• Relevant • Time-bound

Examples of **SMART** goals:

- Specific: What exactly do I want to accomplish?
- Measurable: How will I know I've succeeded?
- Achievable: Is it realistic and within reach?
- Relevant: Does it align with my purpose and values?
- Time-bound: What's my timeframe?

Reflection Prompts:

- ❖ What's one strategic goal I want to set this year?
- ❖ How does it connect to my leadership legacy?
- ❖ What small steps can I take to move toward it?



Building Relationships That Matter

No legacy is built alone. Strong relationships are the bedrock of lasting leadership.

Why Relationships Matter:

- Strengthen trust with team members, fellow leaders, and external partners
- Foster collaboration and shared ownership
- Create a network of support, insight, and momentum

- Join professional groups or nonprofit associations
- Connect with mission-aligned leaders in your community

Reflection Prompts:

- ❖ Who are my most trusted collaborators right now?
- ❖ What new relationships would support our mission?
- ❖ How do I intentionally build trust with others?



Cultivating
VISIONARY LEADERSHIP
and
STRATEGIC GROWTH

Networking Strategies:

- Attend industry events and local trainings



Developing Leadership Skills

Your leadership capacity expands as you do. This is your space to identify growth areas and take ownership of your own development.



Core Leadership Skills to Grow:

- Communication
- Decision-making
- Delegation
- Conflict resolution
- Emotional intelligence

Reflection Prompts:

- ❖ What leadership skill am I most proud of?
- ❖ What's a skill or area I want to grow in?
- ❖ How can I get support, training, or feedback to improve?



LEADERSHIP CHECK-IN: WHERE ARE YOU GROWING?



Before you move forward, take a moment to reflect:

- What leadership behavior are you most proud of right now?

- What part of your leadership feels clearer or stronger than it did before?

- Who are you becoming as a leader?

In this section, **Ethical Leadership, Empowerment, and Success**, integrity is discussed as the invisible thread that runs through every legacy that lasts. It's what builds trust, earns respect, and creates the kind of culture people want to be part of.

Empowerment is the leadership move that multiplies impact. When you delegate with trust, mentor with intention, and invite others to lead, you build a legacy that isn't just yours—it's shared.

Let this section ground you in values and help you rise through service.



ETHICAL LEADERSHIP,
EMPOWERMENT and
SUCCESS

Leading with Integrity & Ethics

Integrity in leadership means showing up consistently, acting with honesty, and aligning your behavior with your values—even when it's inconvenient or unseen.

Key Practices:

- Be transparent when communicating decisions
- Hold yourself and others accountable with grace
- Model the values you want reflected in your team
- Lead with fairness, empathy, and clear boundaries

Reflection Prompts:

❖ What does integrity look like in my day-to-day leadership?

❖ When have I had to choose between comfort and doing what's right?

❖ How do I hold myself—and others—accountable with empathy?



Empowering Others

Leadership isn't about control—it's about capacity-building. The more you lift up others, the more sustainable and scalable your mission becomes.



ETHICAL LEADERSHIP,
EMPOWERMENT and
SUCCESS

How to Empower in Everyday Leadership:

- Delegate decisions, not just tasks
- Offer mentorship—both formally and informally
- Encourage ownership, celebrate initiative, and give feedback with heart
- Make space for others' voices at the table

Reflection Prompts:

❖ Who am I currently building up as a leader?

❖ What could I delegate or share to grow someone else's skills?

❖ What does an empowered team look like—and feel like?

Assessing Impact & Progress

Leadership isn't something we keep—it's something we steward. Assessing your impact allows you to measure progress, celebrate wins, and adapt when needed. And passing on your legacy? That's how the mission outlives the moment. This section helps you look honestly at how far you've come, what still needs nurturing, and who you're preparing to lead next. Because the strongest legacies are the ones you leave in others.



ETHICAL LEADERSHIP,
EMPOWERMENT and
SUCCESS

Evaluation Methods

Good leaders reflect. Great leaders measure what matters. Evaluation isn't about perfection—it's about insight. When you intentionally gather data, you gain clarity on what's working and where to grow.

Common Evaluation Tools:

- Staff and stakeholder surveys
- Volunteer and community feedback forms
- Exit interviews and reflection circles
- Program or impact data analysis
- Self-assessment tools

Reflection Prompts:

- ❖ What tools or methods am I currently using to evaluate my leadership or team's performance?
- ❖ Whose feedback am I prioritizing—and whose voices might be missing?
- ❖ What's one evaluation practice I could implement or improve?



Metrics for Success

Legacy leaders define success on more than one dimension. Numbers matter—but so do relationships, morale, and mission alignment. This section encourages you to clarify what success really looks like in your context.



ETHICAL LEADERSHIP,
EMPOWERMENT and
SUCCESS

Examples of Meaningful Metrics:

- Volunteer retention and engagement rates
- Program participation or completion numbers
- Community feedback or testimonials
- Staff satisfaction or burnout indicators
- Alignment with strategic goals or values

Reflection Prompts:

- ❖ What do I consider the most important markers of success in my leadership?
- ❖ Which of my current metrics actually reflect my core values?
- ❖ What results or outcomes make me feel most proud?

Celebrating Achievements

Acknowledging milestones—and the people behind them—isn't a bonus, it's leadership fuel. Legacy gets built when leaders pause to honor progress, even amid the push for what's next.



Ways to Celebrate and Learn:

- Publicly recognize individual and team contributions
- Mark key project or program milestones
- Debrief challenges as a learning opportunity
- Create rituals around wins (weekly shoutouts, story sharing, etc.)
- Share results transparently—even when they're messy

Reflection Prompts:

❖ When was the last time I truly celebrated a leadership win?

❖ How do I recognize the growth and progress of others?

❖ What lessons have come from things that didn't go as planned?



Passing on Your Legacy

Legacy isn't just about what you accomplish—it's about what you pass forward. Great leaders build systems and people that outlast their presence. This section focuses on how you can intentionally prepare others, transfer knowledge, and leave a foundation others can build on.



ETHICAL LEADERSHIP,
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Succession Planning

Succession isn't about stepping aside—it's about stepping up to prepare the next wave of leadership. Identifying and developing emerging leaders is one of the most powerful ways to ensure your work—and your values—continue long after you.

What Succession Planning Looks

Like:

- Identify team members with leadership potential early

- Discuss future roles and growth paths with transparency
- Include rising leaders in strategic discussions
- Rotate responsibilities to expose others to decision-making
- Offer feedback, coaching, and leadership development opportunities

Reflection Prompts:

- ❖ Who in my circle or team shows untapped leadership potential?
- ❖ How am I creating space for others to lead while I'm still here?
- ❖ What would I want a successor to inherit from my leadership?



Mentoring

Mentoring is how legacy becomes relational. It's not just about guidance—it's about creating a ripple effect of courage, wisdom, and skill in someone else's journey.



ETHICAL LEADERSHIP,
EMPOWERMENT and
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Mentorship in Action:

- Share not just your wins, but your mistakes and lessons
- Offer regular check-ins or office hours
- Model vulnerability and decision-making in real time
- Ask questions that spark insight, not just give answers
- Celebrate their growth out loud

Reflection Prompts:

❖ Who am I actively mentoring—and how consistently?

❖ What leadership stories, strategies, or lessons should I be passing on?

❖ How can I build more intentional mentorship into my rhythm?

Ensuring Continuity

A lasting legacy includes more than people—it includes the systems, decisions, and tools that keep the mission moving forward.

Documentation ensures your leadership doesn't live in your head—it lives in your organization's future.



ETHICAL LEADERSHIP,
EMPOWERMENT and
SUCCESS

Continuity Tools & Practices:

- Create manuals or SOPs (Standard Operating Procedures) for core processes
- Document decision-making rationale and key contacts
- Record institutional history, program outcomes, or key milestones
- Store files in centralized, shared platforms

- Design a knowledge transfer timeline when exiting a roll

Reflection Prompts:

❖ What parts of my role or knowledge need to be documented today?

❖ What would someone need to know to carry on this work well?

❖ If I left tomorrow, what systems or insights would be lost?



YOUR LEADERSHIP JOURNEY BEGINS **NOW**

Let's pause and take a breath. You've reflected deeply. You've defined your purpose and your path. Now, it's time to move forward—with **intention, integrity, and clarity**. As you close this workbook, revisit these four key commitments:



EMBRACE YOUR PURPOSE

Reconnect to your values and your “why.” Let them be your compass.



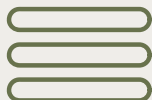
SET VISIONARY GOALS

Don't just work. Work toward something. Define it clearly. Own it fully.



LEAD WITH INTEGRITY AND EMPATHY

Model the behavior and values you want your organization to live by.



MEASURE YOUR IMPACT

Track your influence and celebrate your growth. Reflect. Adjust. Repeat.

You've done the heart work—now let's make sure you're not doing the rest alone.

Lead-ology is more than a framework. It's a whole ecosystem of encouragement, clarity, and community for nonprofit leaders like you—leaders who care deeply, act boldly, and want to build something that lasts.

Here are three ways to keep going with us:

1. Join the Lead-ology Community

Our private, purpose-driven space for nonprofit leaders. We share real talk, fresh insights, and intentional support—without the noise.

👉 Sign up and join us

2. Explore Free Resources

Download tools, checklists, and guided exercises designed to help you lead with more clarity and less burnout.

👉 Browse the resource library

3. Download the “Values in Action” Worksheet

Bring your values to life in your everyday leadership. It's printable, practical, and designed to keep you aligned.

👉 Grab your copy here

WHAT'S NEXT FOR YOU, LEGACY LEADER?





A FINAL WORD FROM LEAD-ODOLOGY

Your leadership legacy isn't something you leave behind when you retire. It's something you build—day by day, conversation by conversation, decision by decision. It lives in the culture you shape. The people you pour into. The systems you challenge. The vision you hold fast to when the road gets hard. It's in how you show up—not just when things are easy, but when things feel impossible.

So take what you've uncovered here—your values, vision, voice—and lead from it.

Come back to it. Build on it. Let it evolve as you evolve. Because legacy isn't a finish line. It's a way of leading with love, courage, and conviction—right now.

You've done the heart work.

Now go do the legacy work.

We're cheering you on, every step of the way.

- Barbara and Heather, co-founders

Transforming Leaders. Creating Legacies.

