

# Resilience Reboot *Toolkit*



Reclaim Your Time  
Energize Your  
Team, and Lead  
Like a CEO.



**HIGH VOLTAGE**  
*Leadership*



# This is for the founder who's done it all—and now knows she can't do it all anymore.



You're  
ready to  
reboot how  
you lead, trust  
your team, and  
grow **without**  
**losing**  
**yourself.**



# Part 1

## Reboot Your CEO Mindset

---

*From Chief Everything Officer  
to Chief Empowerment Officer*



### Ask Yourself:

✨ Am I leading, or just doing?



### Journal Prompts:

✨ Where am I holding on too tight in my business?

✨ What am I doing that someone else could be doing better?

✨ What would leading with trust look like today?

**Mantra:** “My job is not to do the work. My job is to lead the people who do the work.”

# Part 2

## ROI People Audit



Use this quick audit to assess your team.

Who is consistently delivering strong outcomes?

Who lacks clarity or feels “on the fence”?

Who is underutilized—and could deliver more if given the chance?

Who needs to be coached up.. or moved out?



This audit helps shift your team from a **cost center** to a **growth engine**.

# Part 3      Design for Ownership (Not Dependency)

---

## Role Clarity Builder

Google Doc → 3 sections:

- Responsibilities (*What they do*)
- Success Metrics (*How it's measured*)
- Collaboration Touchpoints (*How they communicate and connect*)

## Build Value-Driven Communication

- Weekly wins round-up
- Team member-led meetings
- Encourage decision-making with “What do you think?”

✦ **Remember:** Over-communicating from you creates a dependency trap. Instead, teach them **how to think**, not just what to do.

# Part 4

## Invest in Leadership (Yours First)

---

### CEO Self-Development Plan

- What leadership skill are you growing this quarter?
- How are you modeling leadership to your team?
- Where do you need coaching or mentorship?



### Team Development Prompts

- Who on your team is ready for **more responsibility**?
- What **small leadership moment** can you create for them?
- How do you **celebrate growth**—skill-based, mindset-based, or courage-based?



# Part 5

## Celebrate & Connect for Retention

---



### Recognition Ideas (Non-Monetary)

- Public praise in Slack or email: *“I saw what you did. It mattered.”*
- Personalized shout-outs based on their interests
- 1:1 time to reflect on their contribution to the mission



### Connection Prompts

- “Tell me one thing that would make your work feel more meaningful.”
- “What’s something you’d love to own in this business that you don’t yet?”

**People stay where they feel seen, valued, and connected to the mission.**

# Bonus!

---



## 5 Daily CEO Reflection Questions



1. What did I not need to touch today?
2. Who on my team stepped up today?
3. What bottleneck am I accidentally creating?
4. How did I model leadership today?
5. What can I celebrate—big or small?

**Reclaim Your Time, Energize Your Team, and  
Lead Like a CEO!**