

The Better Workplace Checklist

A practical reflection tool for managers and teams.

Use this checklist to examine everyday habits, not to label people. Reflect on the last two weeks and write one concrete example for any area you want to improve.

***Status:** C = consistent, S = sometimes, N = needs attention, ? = not enough information. This is an informal reflection tool, not a validated assessment.

Practice	What to look for	Status*
Communication	People know the priorities, what good work looks like, and where to ask questions.	___
Trust	I follow through on commitments and explain changes that affect the team.	___
Accountability	We agree on responsibilities, deadlines, and how progress will be checked.	___
Employee voice	I invite concerns and respond respectfully when someone disagrees.	___
Recognition	I acknowledge specific contributions, including work that is less visible.	___
Development	People receive useful feedback, coaching, and opportunities to practice new skills.	___
Workload	We discuss capacity and make explicit choices when priorities compete.	___
Inclusion	Different perspectives receive a fair hearing in meetings and decisions.	___

Look for patterns

Where does your view differ from your team's experience? Invite examples before deciding what needs to change.

Put it into practice

Choose one priority. A small improvement with a clear owner is more useful than a long list that nobody acts on.

1. One practice we want to strengthen

2. What people are experiencing now

3. The action, owner, and completion date

4. What improvement will look like

5. When we will review progress

Bring the conversation to your team

Interested in a leadership workshop or speaking engagement? [Contact Dr. Paul Gerhardt](#) to discuss your audience and goals. More lessons: [linkedin.com/in/drpaulgerhardt](https://www.linkedin.com/in/drpaulgerhardt).