

The Four A's Clarity Toolkit

LEAD WITH CALM, CONSISTENCY, AND CONFIDENCE

To support leaders in creating structure and direction when change, stress, or uncertainty threaten performance and morale.

AWARENESS

- ☐ Have I clearly named the change or challenge we're facing without ambiguity or assumption?
- ☐ Have I acknowledged how this shift may be affecting people emotionally, mentally, or logistically?

ALIGNMENT

- ☐ Does each team member understand their role, responsibilities, and decision-making authority?
- ☐ Are we aligned on what matters most right now, including priorities, timelines, and outcomes?

ACTION

- ☐ Have I outlined specific, realistic next steps and who is accountable for each?
- ☐ Am I communicating consistently and following through in a way that builds trust?

ALIGNMENT

- ☐ Are we actively identifying what's working, what's not, and why?
- ☐ Have I created intentional space for feedback, reflection, and course correction as a team?