

Lean In

by Sheryl Sandberg

A printable to-do list of the most effective habits from this book. Check one off each day you do it.

MON TUE WED THU FRI SAT SUN

- ⁰¹ **Take the Table in One Meeting**

Choose one meeting this week where you normally hang back. Sit where decisions are made, speak in the first third, and attach your point to a clear recommendation.

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- ⁰² **Turn Praise Into Scope**

When someone says you are doing great work, ask what larger scope, decision, or project that performance should qualify you to own next.

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- ⁰³ **Ask for Sponsorship Directly**

Identify one person with influence and make a precise ask: 'Will you mention my work when this project is discussed without me in the room?'

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- ⁰⁴ **Audit the Double Bind**

Write down one piece of style feedback you received. Separate behavior, outcome, and bias. Decide what evidence would make the standard fairer.

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- ⁰⁵ **Make Home Labor Visible**

List the recurring planning work at home, not only chores. Assign ownership for outcomes so ambition is supported by structure instead of hidden improvisation.

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- ⁰⁶ **Stop Pre-Declining**

Find one opportunity you have mentally declined because a future season might be complicated. Re-evaluate it using today's facts, not tomorrow's fear.