LEADERSHIP TOOL

WORKPLACE TOXICITY CHECKLIST

PURPOSE: *Use this tool to assess and address toxic behaviors in your workplace. Leaders can identify problem areas, prioritize actions, and build a healthier, more productive culture.*

STEP 1

RATE EACH BEHAVIOR ON A SCALE OF 1 TO 5:

1 = Not Present
2 = Rarely Happens
3 = Occasionally Present
4 = Frequently Present
5 = Major Issue

TOXIC BEHAVIOR	KEY QUESTIONS	SCORE 1-5
 **Gossip & Drama**	Are rumors or confidential information being spread? Is trust low due to speculation and misinformation?	
 **Silos & Hoarding**	Are resources, ideas, or knowledge intentionally withheld? Do team members resist collaboration or work in isolation?	
 **Chronic Negativity**	Are complaints dominating discussions without solutions? Is the focus more on problems than opportunities?	
 **Low Engagement**	Are team members avoiding initiative or doing the bare minimum? Are tasks delayed, incomplete, or lacking ownership?	
 **High Conflict & Aggression**	Is there frequent tension, raised voices, or emotional outbursts? Do disagreements escalate into personal attacks?	
 **Undermining Behavior**	Is work being sabotaged intentionally or unintentionally? Are contributions ignored, unfairly criticized, or disrupted?	
 **Toxic Leadership**	Is leadership creating fear or micromanaging instead of empowering? Are team members afraid to speak up, share ideas, or give feedback?	
 **Taking Credit or Avoiding Accountability**	Are people taking credit for others' successes? Is there a lack of ownership when problems arise?	

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STEP 2

PRIORITIZE AREAS FOR ACTION

1. Add Up Your Scores:
Total each behavior's score.

2. Identify Your Top 3 Priorities:
Focus on the three behaviors with the highest scores.

STEP 3

CREATE YOUR ACTION PLAN

ACTION PLAN TEMPLATE

Behavior to Address:

Immediate Action: What will you do this week?

Long-Term Goal: What change do you want to see?

Accountability Partner: Who will help you stay on track?

Review Date: When will you reassess progress?

STEP 4

REFLECT AND PLAN

Which behaviors scored the highest?
What impact are they having on trust, morale, and team performance?

What immediate step can you take?
Identify one action to begin addressing these issues today.

Who will hold you accountable?
Consider an accountability partner to help you stay on track.

How will progress be measured?
Determine specific goals and benchmarks to track improvements.

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STEP 5

MEASURE, ADJUST, AND IMPROVE

- **Revisit this checklist monthly** to measure progress, reassess challenges, and adjust your plan as needed.
- **Stay flexible and open to feedback** as you work toward a healthier workplace culture.

TAKE ACTION TODAY

This checklist empowers leaders to identify, address, and resolve toxic behaviors. A thriving workplace begins with **awareness, accountability, and action**—start now!

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