**Email Invite –** **T•C•E Leader**

Below is a template you can cut and paste into the body of an email to send to your Technically, Cognitively, & Emotionally Aligned Leader after replacing the yellow highlighted sections with the appropriate information.

Name,

Good Morning! Thanks for helping me in my developmental actions.

As you know, I am currently conducting a 12 Week Action Plan for ***Courageous Leadership*** development. Per this philosophy, Courageous Leaders subscribe to a set of leadership characteristics that guide their decisions and actions.

The characteristic I am currently developing is being a “Technically, Cognitively & Emotionally Aligned” leader. As you are an integral part of my life, I am requesting a conversation with you for no more than 60 minutes so that we may discuss Technically, Cognitively, and Emotionally Aligned Leadership.

I offer the following bullets to potentially guide our conversation:

* What daily tasks do you think would fall under each category (technical, cognitive, & emotional intelligence (T•C•E))?
* How important is achieving T•C•E Alignment?
* As a leader, how do you know if you are spending the right amount of time in each category (T•C•E)?
* What is the appropriate T•C•E alignment for you?
* What do you think would be an appropriate T•C•E alignment for me at this stage in my life and career?
* What suggestions do you have for helping me to maintain the appropriate T•C•E alignment?
* What has been helpful to you in making changes (i.e., increasing time spent developing relationships)?
* Do you have recommendations for books or other resources?
* Do you have a recommendation for a leader that is T•C•E aligned that I should talk to?

Let’s get a time and date on the calendar during the next seven days to have this conversation. How does Time and Date work for you?  If not, what time and date will work?

 Thank you!

Sincerely,

Name

Signature Block