

The 10 Day Candidate Readiness Checklist

Your Step-by-Step Guide from Interest to Action

PHASE 1 CLARIFY YOUR WHY

DAYS 1-3

Focus: Turn your motivation into a clear leadership direction.

- ☐ **DAY 1 IDENTIFY WHAT IS DRIVING YOU TO LEAD**
- ☐ **DAY 2 IDENTIFY WHERE CHANGE HAPPENS**
- ☐ **DAY 3 REVIEW YOUR CAPACITY AND SUPPORT SYSTEM**

Action: Write down the issue, challenge, or gap in representation that makes you want to step into leadership.

Action: Research which local office, such as the School Board, City Council, or County Commission, has the power to make decisions related to the issue you care about most.

Action: Think through your current schedule, responsibilities, and support network. Identify what support you may need if you decide to run.

PHASE 2 UNDERSTANDING THE PROCESS

DAYS 4-6

Focus: Build confidence by learning the basics of running for office.

- ☐ **DAY 4 RESEARCH KEY FILING DATES**
- ☐ **DAY 5 LEARN WHAT IS NEEDED TO GET ON THE BALLOT**
- ☐ **DAY 6 UNDERSTAND CAMPAIGN FINANCE BASICS**

Action: Look up the official filing dates and deadlines for candidates in your city or district. Save the important dates in your calendar.

Action: Research the steps required to officially run for office in your area, including signatures, paperwork, and filing requirements.

Action: Learn the basic rules for fundraising and campaign finances in your local area so you feel more prepared for the process.

PHASE 3 BUILD YOUR FOUNDATION

DAYS 7-10

Focus: Start building the support, confidence, and relationships needed to move forward

- ☐ **DAY 7 TALK WITH YOUR TRUSTED CIRCLE**
- ☐ **DAY 8 WRITE YOUR LEADERSHIP STORY**
- ☐ **DAY 9 CONNECT WITH COMMUNITY LEADERS**
- ☐ **DAY 10 CONNECT WITH A LEE COACH**

Action: Have a conversation with trusted friends, family members, or mentors about your leadership goals and what support may look like.

Action: Draft a short story about your background, experiences, and why you feel called to lead your community.

Action: Reach out to local organizers, advocates, or leaders who understand your community and can offer insight or encouragement.

Action: Schedule your complimentary 1:1 coaching conversation with a LEE Coach to talk through your goals, questions, and next steps. **Bring your ideas, your questions, and your vision for change.**

No matter where you are in your journey, LEE coaches are available to help you talk through your next steps, questions, and candidacy goals.

[SCHEDULE TIME WITH A LEE COACH HERE](#)

