**Tactic: Inspiration Letters**

*Reflect on the qualities of inspiring leadership by writing letters to someone who has shaped you, surfacing shared values, and committing to how you want to show up in the world.*

**When to Use It:**

Use when you want to foster deep reflection, center values-based leadership, and connect personal inspiration to collective intention. This is especially powerful at the beginning of a convening, as participants are grounding in their leadership values, or towards the end of a convening, when participants are integrating what they’ve learned and imagining how they want to show up in the world moving forward.

**How it Works:**

**Step 1 (10–15 minutes) | Write a letter to someone who inspired you**Invite participants to write a short, heartfelt letter to someone—alive or not, known personally or admired from afar—who has deeply inspired them. Encourage specificity: What qualities inspired you? How did they impact your life or work? This sets the tone for personal reflection rooted in gratitude and leadership.

**Step 2 (15–20 minutes) | Move into small groups and map shared traits**In groups of 3–5, participants share (as much or as little of their letter as they like) and identify common characteristics of those they wrote to—e.g., courage, clarity, humility, presence. Groups can visually map these qualities on a flip chart or shared doc.

**Step 3 (20 minutes) | Regroup in plenary**Groups share back their key takeaways in plenary to pull out threads relevant to the convening.

**Optional Step 4: (10–15 minutes) | Write a letter to your future self**

Invite participants to write a second letter—this time to themselves—naming how they want to show up for others. Encourage them to draw from the traits surfaced in their group conversation.

**Helpful Tips:**

* **Set the tone.** Listen to quiet musicto support reflection and presence.
* **Encourage specificity.** The more personal and concrete the letters, the more powerful the insight.
* **Mail the letters later.** Collect the self-addressed letters and mail them back to participants 4–6 months after the convening for a meaningful follow-up moment.
* **Prep materials in advance.** Coordinate with your team to ensure you have paper, pens, envelopes, and stamps ready.