

LEVEL UP YOUR LEADERSHIP

Checklist



Develop Yourself First

- Develop The Mindset Of A Leader
- It should involve growth (growth mindset)
- It comes with a certain type of belief system, attitude, and expectations.
- Effective leadership and a poor mindset don't mix.
- Accept that facing challenges are normal for a leader
- Have a plan of attack ready
- Possess a good attitude.
- Know that you'll have the right kind of people that will help you out.
- Have humility
- Confidence is one thing, but having humility is another.
- Accept that if you are proven wrong, own it. You can't be right all the time.
- Don't blame someone if things go wrong.
- Hold yourself accountable
- You are decisive
- A leader should not hesitate to make decisions when time isn't on their side.
- Don't make any room for second guessing yourself.

- The more information you have to make a decision, the better.
- Acquire that information as quickly as possible.
- People will trust in a leader who is decisive.
- Being Resourceful
- A must-have skill for leaders.
- Makes their minds flexible when it comes to solving problems.
- They think outside of the box.
- They'll have a ton of resources and information ready for anyone that needs them.
- Thinking ahead of the future
- Future-oriented
- Think numerous steps ahead.
- Will be ready to make changes as they go.
- Being Honest and Open
- Must be truthful and have nothing to hide.
- They need to be honest with people.
- Let them know about what will be going on in the future if there is an upcoming change.
- Be truthful and honest.
- If you lie, you'll lose trust.

- Recognizing Other People's Success
- Leaders must recognize others for their accomplishments.
- While they have their own success, leaders should also recognize their team.
- Reward your team members accordingly.
- Accepting Responsibility
- You own your mistakes.
- You don't place blame on others.
- Come up with solutions to 'right' the wrong.
- People make mistakes, and so do leaders.
- What type of leader are you?
- Autocratic
- My way or the highway'
- Whatever they say goes
- Will not be open to any ideas or discussion.
- Implement policies and changes without further notice.
- May not be ideal in business settings.
- Effective in small groups or in industries like the military or government.
- May be useful in emergency situation

- Democratic
- Team is involved in the decision process.
- But you still have authority over the day to day operations.
- Won't work in an emergency situation.
- Gives people a chance to discuss ideas.
- Can sway decisions including those that are critical with the company.
- A majority vote will lead to change.
- Transformational
- Their biggest strength is empowering their team.
- They are visionaries with ideas.
- Can be mixed with other leadership types.
- Diplomatic
- Strong with negotiations
- Makes sure everyone is happy.
- Can solve complex problems.
- Bureaucratic
- Involves a chain of command.
- A rank and file system where one leader outranks the other.

Goal Setting Like A Leader

- Stage 1: Goal Setting
 - Can be broken down by daily, weekly, monthly, etc.
 - Be SMART
 - Specific
 - Measured
 - Achievable
 - Relevant
 - Timebound
- Stage 2: Setting a Strategy
 - Set your goals and plan on how to get there.
 - Make sure your strategy involves the right people.
- Stage 3: Tracking progress
 - Keep an eye on what's going on during the day, week, and beyond.
 - Gives you a chance to see who is performing well and who's struggling.
 - Talk to an individual or a team as a whole if the performance is subpar.
 - Formulate a plan to make improvements.
 - Hold yourself and each other accountable.
- Stage 4: Achieve and Repeat

The Essentials For Success: Planning and Organization

- Why is planning so important?
- How will you get from start to goal?
- What obstacles or challenges stand in the way?
- How will you beat those obstacles?
- Failing to plan can lead to disaster
- The Eisenhower Matrix
 - Urgent/important (Do it now)
 - Urgent/Not Important (Delegate)
 - Not urgent/Important (Schedule)
 - Not Urgent/Not Important (Eliminate)
- Organization = Resourcefulness
- You'll know where everything is.
- You won't need to waste resources if you know who to provide them to.
- Communicate at all times
- Vital for the planning and organization process.

Making It Happen Through Effective Execution

- Get rid of fear and limiting beliefs
- You ask yourself 'what if I'm not good enough'
- It will be easier to take action if you get rid of them.
- Know that setbacks do happen. You can put a plan in motion if that happens.
- Don't be afraid to take risks.
- Leaders shouldn't always play it safe.
- Go over your goals and plans with your team
- Review your plans
- Talk about what needs to be achieved
- Talk about the challenges that may arise (and how to conquer them).
- Assign tasks to your best team members.
- Give people a chance to ask questions or address concerns.
- Make expectations clear
- Make sure they are easy to understand.
- Let them know what is considered success and what is considered failure.

- Create routines
- Give yourself and your team a step-by-step process.
- Be prepared to make adjustments if something happens.
- Document and review any progress
- Make sure you keep track of the metrics and progress for goal achievement.
- Empower your team
- Encourage them to do a good job.

You're only as strong as your weakest link

- Every team member is as strong as its weakest member
- You may have star players, but a couple of them who struggle may drag them down.
- Seeking out the weakest link and how to handle them
- Monitor their progress
- Observe what they are doing
- Correct any mistakes or wrong doing they may be performing
- What if the weakest link is you?
- Take better care of yourself with mindfulness and a healthy work/life balance.
- Kill your imposter syndrome

- You may feel like you got lucky with the position that you're in.
- Remind yourself of how you really got to where you are.
- Eliminate your limiting beliefs and fears
- Your inability to get rid of them will create weakness.
- Your own weakness can bring the team down.

Empowering Your Team

- Encourage sharing insights and ideas
- Allow them to explain those ideas.
- Challenge them to dig deeper (i.e - how does the process work)
- Encourage open dialogue.
- Provide positive feedback
- Give them feedback on how they are doing.
- Your team members love to be noticed and recognized for their
- Be a mentor
- Help them out when they need it.
- Give them tools and resources to help them further along their career.
- Become the go-to person when that person becomes a leader themselves.
- Build leaders

- Delegate projects and give someone authority.
- Your workload will get lighter.
- -Make that person a value member of the team
- Enact an open door policy
- Keep the lines of communication open.
- Allow team members to express how they feel.
- Provide resources and tools if and when necessary (i.e - If they need mental help)
- Place trust in your team
- Trust is a two way street.
- If you are confident in your leadership abilities, they will trust you.
- They will go to bat for you or even 'die for' your cause.
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Performing Performance Management

- What is performance management
- Designed to help improve the team's performance.
- Why should you do performance management?
- Ensures that your employees are engaged.
- Allows them to strengthen any weaknesses.
- Tips for effective performance management

- Make them frequent
- Give them a detailed report
- Allow them a chance to comment
- Formulate a plan
- Cut out the consistent poor performance

Leadership Is A Never-Ending Job

- Even on Vacation, you still have decisions to make
- This may involve your family
- You make most of the decisions
- Some of your leadership skills apply outside of the office