

LEADERSHIP CHECKLIST

Why Leadership?

- ✓ You don't have to be leading an army or a country to benefit from leadership skills. Learning these skills can help you become a better person and a leader in your own areas of expertise.
- ✓ Look to the lives of leaders you admire (in history or your own life) to gain knowledge of leadership which can help you lead others.

Characteristics of a True Leader

- ✓ Leaders are learners - Leaders are constantly learning new and innovative ways of doing things. That also means leaders are open to constructive criticism and changing harmful habits.
- ✓ Creates momentum - A leader must be moving forward at all times. When you create momentum in yourself and your team, you head people who are poised to reach the finish line to success.
- ✓ Impeccable ethics and morals - When you apply ethical and moral standards to your methods of leadership, you'll respect others' rights and dignity. Those you lead will also develop ethical and moral standards.
- ✓ Ability to communicate - You can't present yourself as a savvy leader unless you know how to communicate well with others. Communication is a two-way street - people must hear and understand you before you can communicate your views.
- ✓ Magnet to others - If you want to attract and lead others, become the person who appeals to them through actions, visions and viewpoints. Like-minded people are naturally attracted to each other, so if you project the type of person you want to attract, you'll have a successful team.

- ✓ Be accountable - Take responsibility for every action you choose and every choice you make. The old saying, “The buck stops here,” is true for all leaders, whether you’re the coach of a team or the president of a company.
- ✓ Encourage creativity - When you’re leading a group, always encourage your members of the team to spread their wings and become a creative contributor.
- ✓ Have a profound interest in others - Part of becoming a great communicator and being able to lead others means that you must be interested in what other people are all about. Even the person you perceive to be uninteresting might surprise you and teach you something.
- ✓ Knows how to prioritize - To complete any worthwhile venture, it’s important to prioritize and set goals. Without goal setting, projects aren’t completed satisfactorily, if at all, and chaos is bound to occur.

The Laws of Leadership

- ✓ **1. Build Trust** - Without the trust of others, you fail as a leader.
- ✓ **2. Be Sincere** - Unless you’re sincere in actions and words, others will doubt you.
- ✓ **3. Have Integrity** - Without integrity, success means nothing. Dwight Eisenhower, former Army general during World War II and later, President of the United States, once said, “The supreme quality for leadership is unquestionably integrity.”
- ✓ **4. Display Loyalty** - When you’re loyal to something or someone, you become faithful to it and all that it stands for.
- ✓ **5. Create Positive Change** - Whether you’re leading an organization or a family, creating positive change within is a true sign of leadership.

- ✓ **6. Develop Instincts** - You've probably had people tell you to "trust your gut," when faced with an issue which could go either way. But, what if you don't trust your instincts to lead you down the right path - especially if it hinges on an important issue or life change?
- ✓ **7. Connect With Others** - Unless you learn the art of truly connecting with others, becoming a leader will evade you.
- ✓ **8. Have a Vision** - From George Washington to modern day leaders - each had a vision they worked and dwelled on until it became reality.
- ✓ **9. Create Momentum** - Successful leaders know how to create momentum that will help things move continuously forward to the end goal.
- ✓ **10. Attitude is Everything** - Can you gauge how your attitude is affecting others? It's the mark of true leadership to be able to see the impact their current attitude is having on those around them.