

10 TIPS FOR EVERYDAY LEADERSHIP



You may be the leader of a team, department, branch, or entire organization...or you may simply be in charge of leading yourself and your own work. These 10 tips are intended to support your day-to-day leadership responsibilities.

1. **Know where you're going...**effective leaders have a compelling vision and clear goals, which they use as benchmarks in prioritizing their daily tasks and "to do" lists.
2. **Be strategic...**make the best use of all resources (e.g., people, money, time), aligning resource use with vision and priorities. Delegate whenever possible, both to free up your own time for important contributions but, also, to provide opportunities for others to develop their own talents.
3. **Strengthen your organizational skills...**leaders need to effectively capture creative ideas, juggle multiple demands and competing projects, and complete tasks on time and on budget. Develop customized systems for taking notes, setting reminders, tracking projects, and prioritizing "to do" lists.
4. **Be authentic...**strong leaders are trustworthy, ethical, values-driven, and respected for their integrity.
5. **Build strong relationships...**great leaders inspire others to follow. To strengthen relationships, communicate clearly and openly, provide regular feedback (taking a strengths-based approach but not overlooking the need to critique and correct), and show appreciation at every opportunity. "[Let's CHAT!](#)" is a coaching model with communication and appreciation at the core.
6. **Share freely...**mentor, coach, and develop others to be the very best they can be. Don't be afraid of others moving past you. Just as in Olympic relays, high-performance leaders pass the baton.
7. **Be willing to change...**as a leader, you know better than most that change is constant. Demonstrate a willingness to change course when required. Don't get stuck!
8. **Keep learning...**as Cardinal Newman said, "To grow is to change, and to have changed often is to have grown much." Read; participate in workshops, seminars, conferences, and courses; and volunteer for projects that will develop your leadership or technical competencies.
9. **Persevere...**all inspirational leaders have overcome struggles. For an example of Rick Hansen's world-changing journey, see the movie "[Heart of a Dragon.](#)"
10. **Stay positive and full of hope...**optimism is a significant predictor of both career success and job satisfaction. As leaders, a positive attitude will impact your own success as well as those you lead.



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