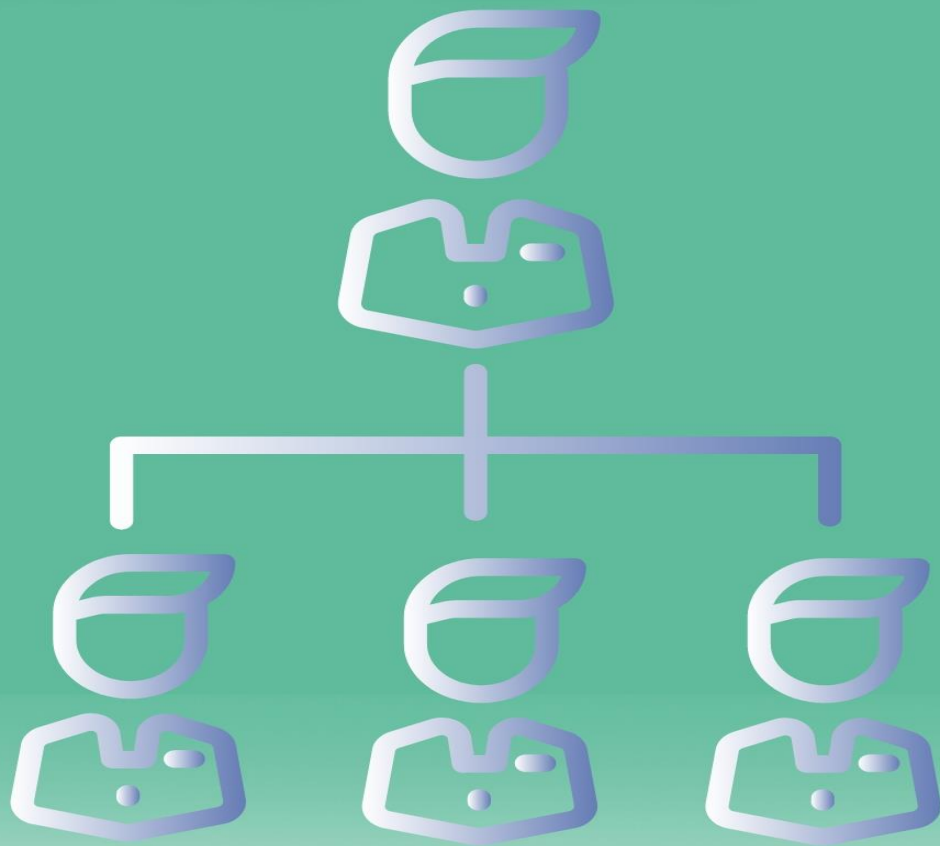


BOB PARDUE

HOW TO BE A *GOOD* LEADER



LEARN BETTER LEADERSHIP
STRATEGIES, TACTICS
AND TEAM BUILDING
FOR LEADERSHIP SUCCESS

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

Separated into four quadrants

- 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.

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

This Leadership checklist provided by BobPardue.com

The checklist works great to use for the eBook available on Amazon Kindle.

[=>> Get your copy of "How to Be a Good Leader here."](#)

Thank you,

Bob Pardue