

**100 WAYS TO BE AN OUTSTANDING LEADER**

By Eric Garner  
ManageTrainLearn.com

1. Don't take yourself too seriously.
2. Give others credit.
3. Accept your shortcomings.
4. Believe in other people's gifts.
5. Give people a stake in what you are doing.
6. Recognize that language is your most powerful tool.
7. Develop the skill to manage people who aren't like you.
8. Know when to be at the back and when to be at the front.
9. Provide a positive example for others to follow.
10. Influence people in a positive way.
11. Use inclusive language.
12. Admit you don't know everything.
13. Keep a bit of mystery back.
14. Let your humanity show.
15. Communicate across generations.
16. Align your verbal and non-verbal messages.
17. Listen to others without wanting to control them or put them in the right.
18. Keep your promises.
19. Speak from your heart.
20. Be an expert in at least one important area.
21. Be honest with yourself and others.
22. Have courage to do unpopular things.
23. Be good at more than one style of leading.
24. Distinguish public personality and private character.
25. Care more deeply than is good.
26. Serve.
27. Write down the priorities for others.
28. Empower people every second of the day.
29. Trust them to come alive when you are not around.
30. Work on your thinking skills.
31. Create a climate of candor.
32. Banish the "but" from feedback.
33. Get fit and stay fit.
34. Be like a bee spreading pollen around the team.
35. Get results.
36. Don't lose sight of your organization's core values.
37. Always make the first move with others.
38. Create more leaders.
39. Have a unified vision.
40. Keep the momentum going.
41. Reward skill and promote attitude.
42. Grow your people to be all they can be.
43. Develop humor without folly.
44. Be proud not arrogant.
45. Be bold but not a bully.
46. Be kind but not weak.
47. Be humble but not timid.
48. Take timely decisions.

49. Recognize your leadership personality.
50. Follow up and follow up.
51. Read situations before they become crises.
52. Sell others on your team mission.
53. Develop the ability to see what's possible.
54. See potential and ask why not?
55. Use metaphors and images to convey your vision.
56. Reinforce the values whenever you can.
57. Create symbols of the organization's culture.
58. Send the right signals.
59. Set the right climate.
60. Tell stories about heroes and role models.
61. Look the part.
62. Assume an air of authority.
63. Know when to be decisive.
64. Talk to the team and to individuals in the team.
65. Balance time with team, task and individuals.
66. Let your team try things out.
67. Ask a lot of questions.
68. Praise people a lot.
69. Apply different styles to different people.
70. Aim to be a 9:9 manager.
71. Do the right thing and then do things right.
72. Get personally involved with training initiatives.
73. Pick everyone's brain.
74. Check that people know what's expected of them.
75. Expect people to shine.
76. Know everyone by name and character.
77. Know things about people personally.
78. Be thoroughly on top of the administration of the job.
79. Aim to release everything that others can do.
80. Have the courage to remove those who are not fit to be in the team.
81. Speak in a calm voice at all times.
82. Be a person of good manners.
83. Suffer fools gladly.
84. Be accessible and visible.
85. Walk the job.
86. Praise publicly, admonish privately.
87. Encourage good habits.
88. Follow the rules you expect other to follow.
89. Be a skilled coach.
90. Give people roots to grow and wings to fly by.
91. Remove the limits to people's ambitions.
92. Treat others the way you would like them to treat you.
93. Give people respect.
94. Have a long time span.
95. Have a sense of right and wrong.
96. Remain optimistic.
97. Retain the mystery of leadership.
98. Act with integrity.
99. Give constructive feedback.
100. Be unpredictable.