

# 10 Ways to Be a Great Leader

## **L** ead by Example

Am I doing what I'm asking others to do? Leadership starts at the top.

## **E** nthusiasm

Is it a fun team that people want to be a part of? Am I smiling or stressed?

## **A** ccept Responsibility

Do I take responsibility for my actions or blame others? Am I keeping my word?

## **D** elegate

Do I trust the team to let them do their job? Or do I take over and do it myself? Am I giving them the tools and information they need? Are deadlines realistic?

## **E** ncourage

Have I said Thank You lately or was I too busy?

## **R** espond

Do I get back to people quickly? Or do I leave them hanging?

## **S** how That You Care

Does the team know how much I care? Am I putting the members first? Am I really listening?

## **H** ave a Vision

Is it in sync with TI's goals? Have I written my goals down? Do I tell the team?

## **I** nnovation

Do I try new things? Am I willing to take risks? What can I learn from other Toastmasters? What can they learn from me?

## **P** lan

Is it working? If not, am I flexible enough to change it?

Turn this over to find out what NOT to do as a Leader

# 10 Ways to Be a Lousy Leader

## ***Don't Lead by Example***

Don't do what you're asking others to do.

## ***Eliminate Enthusiasm***

Complain down and never have fun.

## ***Don't Accept Responsibility***

Blame others. Am I doing what I said I'd do? If not, explain whose fault it is.

## ***Forget Delegating***

Hog the fun tasks and farm out the difficult and impossible tasks. Who can you trust to do the job right, anyway? Take it over and do it yourself. That way you don't have to follow up. Micro-manage and withhold tools and information. Set unrealistic deadlines.

## ***Offer Empty Words of Encouragement***

Make sure your people know they are lucky to be on your team and that they need you more than you need them.

## ***Don't Respond***

If you return messages promptly, people will think you are idle. On the other hand, if you never return calls or email, people will realize how busy and important you are and they will respect you more. Leave them hanging.

## ***Show That You Care.... About Yourself***

As the leader, you know it all. Interrupt your troops' ramblings since they need your enlightenment. Take credit wherever possible.

## ***Have Tunnel Vision***

Many leaders play it by ear, so take each day as it comes. Who can plan that far in advance, anyway? Set goals out of sync with TI and keep them a secret.

## ***Ignore Innovation***

As a leader, try not to learn anything from anyone. If it's not broken, don't fix it.

## ***Who Needs a Plan?***

If it's not working, don't change it.

**Don't Bother Turning This Over To Find Out How To Be A Great Leader**