

## Personal Insights on Leadership

### Personal

- Begin each day with a list of goals and a “to do” list in order of priority—it gives a target and provides organization and pace.
- Focus on the “why” of your work—this keeps you on track with the purpose.
- Be relational—care and show it.
- Know your strengths and weaknesses...and those of your team—this will help produce the best results.
- Complete this statement: If I had \_\_\_\_\_, I would \_\_\_\_\_. This speaks of your vision.
- A leader is not leading if people are not following.

### Interpersonal

- Networking—both internally and externally—works for growth and achievement.
- Focus on the behavior—not the person—in looking for correction.
- Communicate information three times so people will hear you and seven times so there is action—we suffer from information-overload; the amount of information in the world doubles every 18 months.
- A leader cannot hold people responsible without informing them.

### Leadership Activities

- In sending a memo, state the purpose first, then write briefly and to the point.
- Begin letters with an attention-grabbing statement and keep letters brief.
- Smart leaders ask questions and then listen.
- When preparing for meetings, send the agenda ahead to those involved with proposals to be considered in order to get people’s best thinking.
- A week before a scheduled meeting, send a reminder of the meeting with a statement of an exciting expectation.
- Wrap meetings up by summarizing the action to be taken—who will be responsible and what the due dates are.
- “None of us is as smart as all of us.” (Ken Blanchard)

### Miscellaneous

- There are three essentials for achievement of goals: prayer, passion, plan.
- The heart cannot care if the mind does not know.
- Goals and ideas are worthless unless there is follow-through.
- Non-productivity is a result of one or two influences (or a combination thereof): 1) system or 2) personnel—motivation (doesn’t do) or skills (can’t do)
- Identify the problem, then focus on the solution and not the problem.
- Growth produces challenges.
- Challenges are for response, not retreat.

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