

LEVEL UP YOUR LEADERSHIP

Practical Tips For
Becoming a Better Leader



Table of Contents

Introduction	7
What will be covered?	9
It's time to make a decisive move	11
Develop Yourself First	13
Develop the mindset of a leader	13
Facing challenges is normal	14
Have humility	14
You are decisive	15
Being resourceful	15
Thinking ahead of the future	15
Being open and honest	16
Recognizing other people's success	17
Accepting responsibility	17
What type of leader are you?	17
Autocratic	18
Democratic	18
Transformational	19
Diplomatic	19
Bureaucratic	19
Transactional	20
Goal Setting Like A Leader	22
Stage 1: Goal setting	22
Stage 2: Setting a strategy	24

Introduction

What you have in your hand is a guide that will change the ball game in your role as a leader. If you feel like there is room for improvement and have a willingness to learn and apply the materials, this is the guide for you. Being a better leader is something that anyone in such a position strives to do.

The first question to ask is: what is making you want to become a better leader? You might be worried about having communication skills that may not be enough to get your message across. You may not have a tried and true process to plan, set, and conquer your goals.

Whatever it may be, you have made the decision to better yourself as a leader. This guide will provide you with plenty of actionable information that must be applied. The only way it won't help you is that you don't take action yourself.

If you don't see yourself as a consistent action taker, close this guide now. Still here? Good.

This guide is for someone who is either in the following situation:

- They are training for a leadership role and want to get a good start

Develop Yourself First

The first thing you want to do as a leader is develop yourself. This chapter will cover how to adopt the mindset of a leader. We'll also talk about the type of leadership styles that will fit you best based on a personal assessment of your personal beliefs and values.

It will take time to develop yourself into a leader. The timetable will vary from person to person. Some will develop quickly while others will need a bit more time to fine-tune their abilities.

Furthermore, even if you develop the basic frameworks of being a leader, you will still need to improve over time. This will be evident in the final chapter that covers leadership being a never-ending job. With that said, let's dive right in to help you develop yourself into the leader you want to become.

Develop the mindset of a leader

The kind of mindset a leader must have should be one that involves growth. Not only that, they believe it should also acquire a certain kind of belief system, attitude, and what they should expect. Without the right mindset, being an effective leader might not be possible.

Below is a list of characteristics that you must develop as a leader. Let's take a look now at what they are:

Facing challenges is normal

As a leader, you want to be fearless in the face of challenge. It's best to run into the storm rather than run away from it. Accept the fact that challenges will be the norm and you will be facing them more often than not.

It's important that you have a plan of attack for when they happen. You possess a good attitude that it will be accepted and overcome. You will have the right kind of people on hand that will help you out, when needed.

Have humility

Even though you have confidence in your leadership abilities, it helps to be humble. You want to give credit where it's due. You don't want to take all the credit and think you're better than anyone.

You also want to accept the fact that if you are proven wrong about something, you want to own it. The last thing you ever want to do is blame someone. Holding yourself accountable can go a long way.