

70+1 Habits that will make you a trustworthy LEADER

Competence

1. Be good at what you do
2. Know what your people are doing
3. Have experience "in the trenches"
4. Do what you say
5. What happened one inch outside the frame never happened
6. Watch your social media footprint
7. Expose your team to external challenges
8. Shield your team from internal challenges
9. Get resources
10. Get top level recognition
11. Give autonomy
12. "Her confidence"

Shared Values

13. Recognize success
14. Accept, but don't celebrate failure
15. Identify the common enemy
16. Tell the truth
17. Be an open book
18. Explain why
19. Be predictable
20. Don't expect—ask!
21. What do we have in common?
22. Know what you don't have in common
23. Don't assume, ask!
24. Don't badmouth others
25. Avoid BCC
26. Say "I can't tell you"

Fairness / Symmetry

27. Incentives, when?
28. Give team rewards
29. Provide fair compensation
30. Don't use authority
31. Get a similar office or cubicle
32. Put as much effort
33. Set and stick to ground rules
34. Start with trust
35. Ask for help
36. Don't ask of others what you don't demand of yourself

Time

37. Be on time
38. Be available
39. Respect other people's time
40. Follow up
41. Spend time with each employee
42. First impression

Intimacy

43. Get your butt out of your office
44. Body language of email
45. Own your side of communications
46. Be vulnerable
47. Don't abuse the employee's vulnerability
48. Respect employee's boundaries
49. Perform teambuilding
50. Civilian Life
51. Don't be politically correct, but don't be a jackass, either
52. Say what you mean, mean what you say
53. Watch your tone and body language
54. Watch your employee's tone and body language
55. Hold "hot seat" sessions
56. Admit to your flaws (but don't accept them)

Positivity

57. Be a cheerleader
58. Bottom line first or last?
59. Say "I don't know"
60. Say "I was wrong"
61. Use empathy
62. Listen with intent
63. Take a break, give opportunity for questions
64. Give direct and honest feedback
65. Ask for feedback and be receptive to it
66. Reduce your own sensitivity—don't get defensive
67. Be humble
68. Love what you do
69. Bad is 3 times stronger than good
70. Humor and sarcasm, appropriate?

+1 Know when to give up

