

# 12 Ways to Develop your Personal LEADERSHIP



## 1. BE SELF AWARE

Critically review yourself in different situations e.g. meeting new people, attending meetings or focusing on your work. Ask yourself:

- When do you feel most comfortable?
- When are you at your best?
- What is distracting you? Why?
- How effective are you?



## 7. PROVIDE REASSURANCE

Keep others informed. Don't leave anything to chance. This makes sure people know they can count on you.



## 3. BUILD YOUR CONNECTIONS

Start by giving. You will only find genuine connections by putting yourself out there and being genuinely interested in others. The more connections you make the stronger your network of support and resources to help you grow.



## 6. FOCUS ON OUTCOME

Keep an eye on the prize and work diligently towards your goals, step by step. And when the going gets tough focus on the great feelings you will have when you've finished - what will success look like for you/others?



## 2. FIND A ROLE MODEL

Find a role model in your organisation. Consider what you respect about them and work out how to build this into the way you work. Have a conversation with them to better understand what makes them tick.



## 5. UNDER PROMISE AND OVER DELIVER

Have this as your mantra. It will stop you making commitments you cannot meet. Show people they can depend on you to deliver.



## 10. LOOK FOR THE FUN IN WHAT YOU DO

Much of our work is repetitive and can at times be boring. When you find ways to have fun with it, you not only give yourself positive energy but also the people around you.



## 4. BE PRESENT

We are all so busy it can be hard to focus whole-heartedly on someone or something. There is nothing more genuine than giving someone your presence.



## 8. FOCUS ON SOLUTIONS NOT PROBLEMS

Be the person who looks for solutions when things go wrong - not the person who looks to seek out reasons or people to blame. Be supportive and guide others to find their own solutions.



## 9. FOCUS ON YOUR PURPOSE

Dig deep and find a big audacious reason for your existence in work. Work out what your value is and paint a picture of it for you so you not only THINK it but also FEEL the value of your contribution. Always seek out ways to enrich the lives of those around you.



## 12. GET A CHEERLEADER

We all need support so ask a family member, friend or colleague and ask for their support and encouragement. It's much nicer sharing things - the good and bad than keeping it all bottled up.



## 11. CHUNK IT

Some tasks can feel overwhelming. Chunk it down, set some small goals and attack it piece by piece, celebrating each time you achieve one of the smaller goals. This not only helps you keep focused and get more done but to enjoy it more as you make progress.