

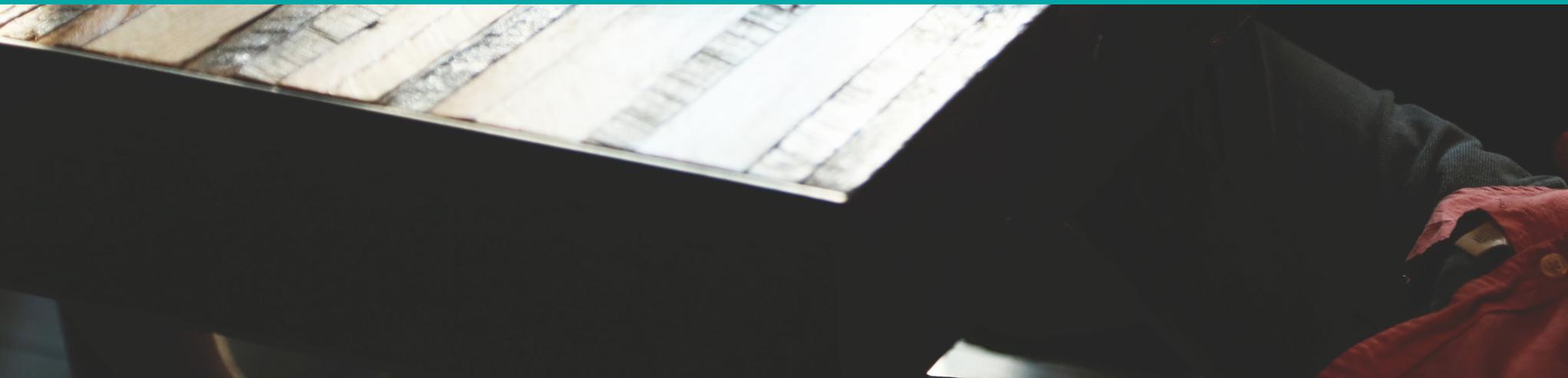
# 10 easy ways to catapult your success as a Leader





Leadership and learning are  
indispensable to each other.

**JOHN F. KENNEDY**



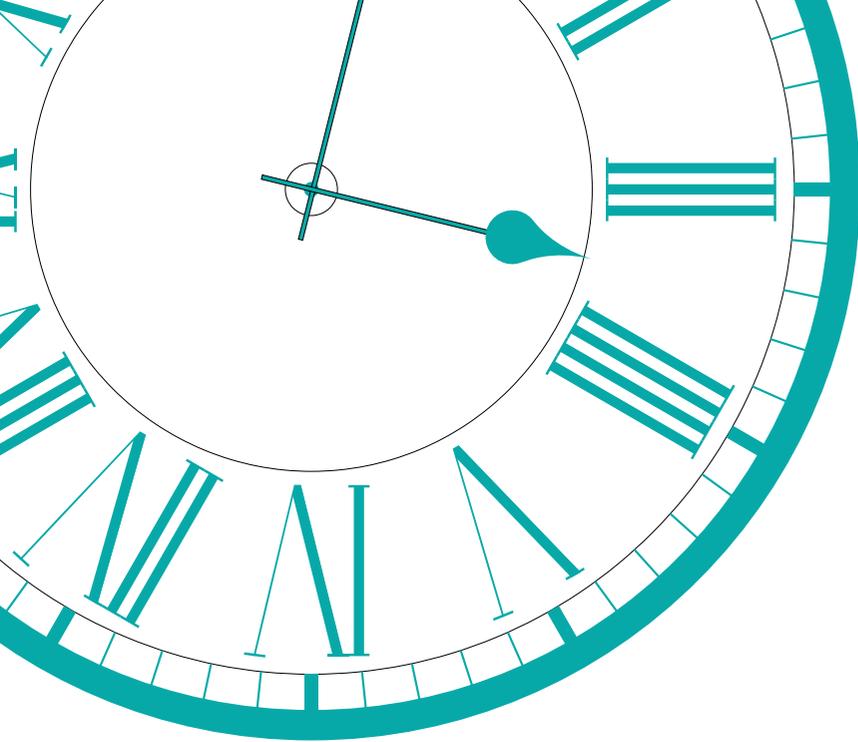
# # 1

## STOP BEING THE 'GO TO' PERSON

Are you the person who everyone comes to? You answer questions, solve problems and make decisions all while you're own work is left untouched? If so, time to start pushing back.

You hired your team for a reason - to do a job. Empower your team to be more self sufficient - they'll not only learn more but you'll have more time to focus on other things.





# # 2

## STOP THE 'BUSY-NESS'

I know you've got loads to do, and a to do list as long as your arm, but take the time to check whether what you're busy doing is adding real value, and whether you're the one that should be doing it (see #9).

By taking a step back you'll give yourself the headspace to be able to start focusing on the things that will really make a difference..



# 3

## PRIORITISE YOUR NEEDS TOO

Just because you're the Boss doesn't mean you have to put yourself at the bottom of your own pecking order. Your needs matter too! When you're at your best, not only are you in a better state to do your job, you're also sending a great message out to your team that self-care is vital.

# # 4

## BE CONSISTENT

Consistency is really important. It not only enables you to create great habits and processes that work, but it also builds trust.

By creating a routine, and deciding the daily, weekly and monthly actions that need to take place you'll feel more in control, and your team will know exactly what to expect.





# 5

## STOP SPENDING YOUR DAYS FIRE-FIGHTING

Spending your days fire-fighting is not a great use of your time, and it can leave you feeling exhausted and like you're just treading water and getting no-where.

Instead, try pushing back and empowering your team to take some ownership (see #1). You can also make a note of all the 'fires' you've dealt with in a day, and see if there are any permanent fixes you can put in place.



# 6

## **PUSH YOURSELF OUT OF YOUR COMFORT ZONE**

We all have a comfort zone. A place where we know what we're doing and that we're good at it. The problem is, that no-one ever grew from staying there.

Make a habit of stretching yourself and stepping out of your comfort zone so that you can keep growing as a leader. It'll do wonders for your confidence too!

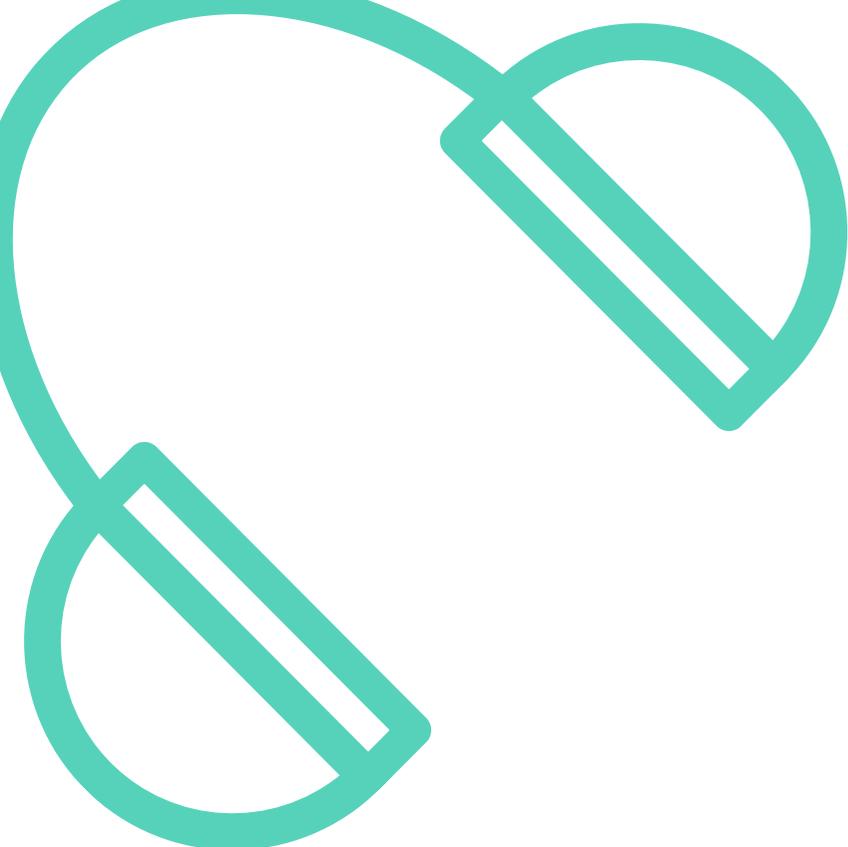
# # 7

## MAKE TIME FOR YOUR TEAM

Your team need you. They need you to coach them, develop them, give them feedback; recognise their achievements and effort, to listen to them (see #8) and to keep them in the loop.

As a leader - you're only as good your team so make time for them.





# 8

## LISTEN - EVERYDAY

Although this is #8 this is actually the primary skill every leader should be using every single day. Ask questions and listen. Listen to new ideas. Listen to opinions. Listen to problems and solutions. Listen to how people are feeling. Listen to their thoughts.

Spend time with your team and listen, listen, listen....and learn!



# # 9

## DELEGATE & EMPOWER

If you've ever said 'it's quicker if I do it myself!' this tip is for you.

Allow your team to help you. You don't need to do everything, instead start letting go.

Delegate to your team and help them to learn new skills and empower them to make decisions and trust them along the way.





# 10

## DEVELOP YOURSELF

It doesn't matter where you are on your leadership journey, never stop learning and always encourage a learning culture in your team

# Join The Leadership Toolbox

If you're ready to continue your leadership development and would love to have access to:

- \* A vault of bite sized workshops there for you when you need them most
- \* A brand new workshop every single month
- \* A monthly group coaching call that you can jump on to really support you when you need it
- \* And to join a network of Leaders at all levels all developing and supporting each other...

Then The Leadership Toolbox is for you.

For more information and to join visit [www.Leadershiptoolbox.co.uk](http://www.Leadershiptoolbox.co.uk)

# About Barbara Nixon

Barbara is a Leadership Coach, trainer, author of The Boss Hat, and founder of The Leadership Toolbox.

With over 20 years in the people development space, Barbara has worked in corporate, run a Training Consultancy and worked with hundreds of leaders at all levels to help them become the best they can be.

Barbara has worked in the UK, Europe and USA and she founded The Leadership Toolbox to give leaders at all levels access to simple, and practical bite sized development when they need it most.

Outside of work Barbara is married to Dave, has 4 children, is an avid reader, loves walking, holidays and generally having fun.

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