**Global Leadership Summit**

[**100 Ways to Be a Better Leader**](http://LearnThis.ca/2009/07/100-ways-to-be-a-better-leader/)

[Success](http://LearnThis.ca/category/success/) July 30th, 2009

I’ve written a number of articles on leadership and have a [complete leadership series](http://learnthis.ca/2009/01/leadership-understanding-what-it-is/) here ([or on PDF](http://learnthis.ca/resources/006-Leadership.pdf))  for you to enjoy if you haven’t seen it before but I thought a list of ways to be a leader would set more examples and provide a starting point for being more of a leader as well.  Actually, I decided to run this after seeing a list of [100 ways to show boldness by Armen @ TimelessInformation.com](http://www.timelessinformation.com/100-ways-to-show-boldness/comment-page-1/#comment-6715) which he got the idea from [Luciano at Litemind](http://litemind.com/tackle-any-issue-with-a-list-of-100/).  I’d love to see some of my readers make a list on new subjects and keep these lists and links going…

Becoming a better leader takes time and determination. It helps to have your own [Business Cards](http://www.vistaprint.ca/free-business-cards.aspx) to allow you to branch out and become more influential.

**Leading People**

1. Volunteer to help before you know what you are really needed for
2. Show up early for a meeting and welcome everyone with a handshake as they arrive
3. Facilitate a meeting for someone you work with
4. Prepare for a meeting before you attend and present your thoughts on the meeting topics first.
5. Highlight several strengths or skills you see another person has and tell them<
6. [Admit a mistake](http://learnthis.ca/2009/01/leadership-accepting-mistakes/) you have made
7. Tell stories of times where you have learned something new from a failure
8. [Apologize](http://learnthis.ca/2007/11/a-simple-apology-goes-a-long-way/) for some wrong doing or hurt you have caused to someone
9. [Display or publish your own personal values](http://learnthis.ca/2008/08/determining-and-sharing-your-core-values/) to your co-workers
10. Introduce yourself to anyone you don’t know in the workplace
11. Start a [relationship with a colleague outside of work](http://learnthis.ca/2009/03/making-friends-at-work/)12. Develop and use a consistent positive response to greetings like, “Hi, how are you?”
13. [Share with someone one of your vulnerabilities](http://learnthis.ca/2008/05/sharing-vulnerabilities-builds-trust/)
14. Always treat others respectfully
15. Outline for your boss each month all your accomplishments, plans and lessons learned

16. Make calls to [maintain your network](http://learnthis.ca/2009/07/maintain-your-business-connections/) and to keep your contacts informed of your presence and lend an offer of help should they need it
17. Be transparent and share personal stories
18. Provide regular feedback to others about behaviors and actions you can see and hear19. Share your vision
20. Dream big
21. Define, build and maintain your reputation
22. Spend more time with those performing well than those not
23. Keep business performance and expectations independent of any personal relationship (business is business and personal is personal)
24. Admit when you are not right
25. Communicate clearly, inquire deeper and paraphrase often
26. Spend time communicating with people in private
27. Ask about and learn what motivates other people to help them achieve it

**Leadership Skills and Development**

28. Start an informal learning time at lunch with colleagues and pick various topics to cover on a regular schedule
29. Send out on email your favorite learning websites
30. Tell others about how you learn new skills
31. Offer to help someone develop an area you are already familiar with
32. Teach a skill you have learned to others
33. Learn the [DiSC](http://www.discprofile.com/) profile (or another type of behavior/personality profile) to help describe and communicate more effectively with others
34. Put at least one thing into action from every course / book you ever complete
35. Show empathy and compassion to others
36. Find a mentor to focus your own development with
37. Mentor someone else in an area or role you excel at
38. Create/write your own training manual and share it with others
39. Write down all of your goals with end dates and ensure they are measurable
40. Write your desired legacy or epitaph
41. Increase communication by using [open ended questions](http://learnthis.ca/2008/12/open-ended-questions-make-better-conversations/)42. Actively pursue and encourage continuous improvement for yourself and others
43. Continue to grow and raise your expectations over time

**Leadership Actions**

44. Accept responsibility for your own actions and make that point known
45. [Smile at the first people you see each and every day](http://learnthis.ca/2008/02/a-great-way-to-start-and-finish-every-day/)
46. Complete the one thing you have procrastinated the most before anything else!
47. [Start procrastinating things a leader doesn’t do](http://learnthis.ca/2009/02/mastering-the-art-of-procrastination/).
48. Encourage and promote change. [Be a change agent](http://learnthis.ca/2008/09/one-step-to-become-a-change-agent/).
49. [Add enthusiasm and passion to your presentations](http://learnthis.ca/2008/08/how-to-show-passion-in-your-presentations/)
50. [Say no to unimportant requests](http://learnthis.ca/2008/01/just-stop-doing-it/)
51. Bring up and engage in a difficult subject or conversation
52. Keep your actions and decisions aligned with your values
53. Read books and share them with others
54. Be first to demonstrate and practice the Golden Rule
55. Choose to promote someone else’s idea over your own
56. Pick 3 low value things you can stop doing and stop doing them from now on
57. Listen and think more than you talk
58. Show appreciation and thanks to others
59. Be bold in your actions
60. Tackle your biggest fear by facing it to overcome it

61. Step up your business attire a notch and keep it that way
62. Memorize and share your favorite leadership quotes
63. [Be persistent](http://learnthis.ca/2008/11/maximum-productivity-persistence/)
64. Do one new leadership action every day
65. Maintain and uphold any professional ethics
66. Practice what you preach
67.Be confident in your abilities and decisions
68. Strengthen your unique attributes
69. Do what you say and carry through on your commitments
70. Work hard and play hard, you need to show an ability to balance both
71. Let go of perfectionism for yourself and others
72. [Be willing to take risks](http://learnthis.ca/2009/01/leadership-willingness-to-take-risks/)
73. Take initiative
74. Reduce and even eliminate things that are distracting
75. Set time aside for planning and strategy
76. Review and recap your progress and accomplishments

**Servant Leadership**

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77. Take a day off work to go volunteer for a non-profit group
78. Always give credit to those you work with or who work for you
79. Admit and accept fault for what you are involved in even if its not solely yours
80. [Don’t judge others, offer help](http://learnthis.ca/2009/01/2008/05/dont-judge-others-be-helpful-instead/) to promote change instead
81. Be open minded for other people’s ideas and opinions
82. Stay calm and control emotional outbreaks in all situations
83. Sacrifice your own time or personal goal to help achieve a collective goal
84. Take on a task or trade a task for one that no one else wants to do
85. Contribute for free to personal and career development systems like wikis, blogs, articles, interview, speaking opportunities or other related systems
86. [Find your own passions](http://learnthis.ca/2007/12/passion-find-your-passion-in-life/) and connect with others in a community sharing that passion
87. Engage in a conversation with a stranger
88. Do something nice for a complete stranger or homeless person
89. [Use the 5W questions to investigate learning and teaching](http://learnthis.ca/2008/09/a-guide-to-providing-training/)
90. Keep complacency at bay and drive through resistance from others
91. Let go of having things done your way and accept alternative paths
92. Let others share their opinions before you
93. Express gratitude and appreciation for what you have
94. Put love into what you do and how you do it
95. Build trust by offering to trust people before expecting it to be earned
96. Rely on and reveal your spiritual guidance that helps you be the leader you are
97. Make decisions that build a team, not an individual
98. Do the right thing even if it won’t be liked
99. Give first and without any expectation
100. [Be humble](http://learnthis.ca/2008/03/being-humble-action-steps-to-be-more-humble/) and willing to serve others

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