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# 7 PRACTICAL LEADERSHIP ATTITUDES FOR GREATER SUCCESS

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*A Quick-Guide to Impact Your Life & Business*



# 1

# TRAIN YOURSELF TO TRUST

Letting go is not easy. Having a title means responsibility for people and processes. You know the mechanics of your role and perhaps look forward to more responsibilities and opportunities. Your challenge starts

with people – those who work for you and with you. **Start with an attitude that your job is succession planning.** People need to gain the skills to do the job as well as you can. Delegating and trusting that others can do more than they currently are demonstrates the trust in their ability to grow with responsibility.



People want you to trust them to do what they said they would do. They appreciate the opportunity to demonstrate their skills and look forward to learning. This can translate into a team of engaged individuals. By learning to trust others to use their individual skills and abilities, you will learn to let go. You'll be amazed at the **productivity as a result!**

"Look to be treated by others as you have treated others."  
-ALBERT EINSTEIN

# 2 CAPITALIZE ON COMMUNICATION

You may have heard the real estate mantra "location, location, location". In life, it's how we **communicate**, how often we communicate, and what we communicate that is crucial to our success. A primary consideration is the "how". We want our words, facial expression and tone of voice to convey an underlying importance to every conversation. Whether we are passing someone in the hall and say a simple "good morning" (friendly) or meeting with a colleague to discuss a team project (focused). Issues become important when we forget the "how".



One way to **manage your communication attitude** is recognize that every conversation is important to someone...you and the listener. Think how they like to be communicated with. Some want a friendly word or nod while others want both along with a few words that express your interest in them. You may have team members who appreciate a shorter recognition with a smile and less conversation.

## IMPACT

**To succeed in life and business**, you must become an expert in reading those around you and understanding their needs. Initiate conversations or ask questions for clarity. And be sure to follow through with everyone!

"We take different paths in life and no matter where we go, we take little of each other everywhere."

-JOHN EGAN

# DISCOVER, DEVELOP & DO!

**Professional and personal development** is key to developing skills that serve you in all areas of your life. Every organization recognizes that it only gets better when employees are willing to share their knowledge and skills. They also know that investing in development is key to their growth.



**You have skills.** You have learned much though life's challenges and opportunities. And you realize that you still have far to go because you know that we never stop learning. There have never been so **many opportunities to learn** as there are today. You can go back to school for another degree or you can develop your skills via webinars and local workshops. Take advantage of all opportunities within your organization. It could be a book club (yes, people still value discussions), a 'Lunch and Learn' with a senior manager, a medical professional speaking on health and fitness, or a coach on almost any topic you can imagine that truly benefits you.



Workshops, seminars, and webinars are avenues to **personal and professional success**. Make sure you learn something new every day and watch your productivity grow!

# HONOR YOUR HAPPINESS

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There's a lot of research in the field of positive psychology. Researchers in particular want to know **what makes people happy** and how they can be happier. You are probably thinking, "What has this to do with my attitude?" **Everything!**



**Happiness** is a combination of things: Your genes, life experiences, health, finances, and relationships. It's heavily influenced by your choices and reflected in your attitude about yourself. Positive emotions and a confident approach feeds a deeper sense of satisfaction which most of us describe as "feeling happy". The more positive your emotions, the more confident you are in your skills and talents. People who practice an "attitude of gratitude" notice the good in their life, increasing their level of happiness. What are you grateful for right now? Dwell on this.



By stopping to **take a breath**, and **naming five things** for which you are grateful, your state of being immediately changes. Practice this exercise regularly – and especially during stressful moments – to be happier and improve relationships.

"Recognition is the jewel box that contains the precious gift of success."  
-MARSHALL GOLDSMITH



# MOLD A MENTOR'S MINDSET

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Your **leadership success** can usually be traced back to how you have helped others. Mentors are people who willingly share their experience and knowledge so that others can grow their skills. The word Mentor means trusted advisor, friend, teacher and wise person. So wise person, it's an opportunity for you to model the behaviors that will help your team.



Taking the time to learn more about each person helps you target developmental opportunities, share insights on how best to navigate a difficult situation, and help create a path for others that leads to new levels of confidence and decision making. It involves time, energy, and personal know-how without any regard for recognition or compensation. **Successful leaders have no problem with that.**



**Mentoring** encourages people to find solutions and become more independent. **You do it** because it's the right thing to do...for you – and for someone else.

"As a wise and resourceful guide, establish a foundation of support to develop a plan for success."  
-DIANA HIGGINS

# LISTEN & RESPOND RESPECTFULLY

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Why should you change the way you listen? Because the benefits are almost immediate. **Good listeners** do three things consistently:

- **Think before they speak**
- **Listen with respect**
- **Gauge their responses**

You see, we live in a culture of "opinions". When someone expresses an opinion, you are likely either arranging an argument against it or formulating an agreement in your mind. Listening with respect requires **only** that you listen.

Demonstrating that you are fully engaged with what you are hearing doesn't require you to agree or disagree, only that you acknowledge the speaker, assuring them they have your full attention.

## **IMPACT**

Considering how a person will feel after hearing your response may require a major readjustment to your listening skills – but the increase in **good will and trust** between you will always be worth it. **Healthy attitudes make for healthier living and workplace environments.**

"The most basic of all human needs is the need to understand and be understood. The best way to understand people is to listen to them."

-RALPH NICHOLS

# CLEAN OUT YOUR CLOSET



In this case, your closet is the euphemism for your office. Take time to clean out your office, your inbox, your desk, and all the trivia hanging on your walls in your workspace. In other words, eliminate any pesky distractions. We are beings of energy and work in spaces with energy, so think of it this way: **Simplifying your space will help you to concentrate and focus your energies on the things that matter and fulfill you.**

Work is purposeful because it provides the motivation for driving your inner energy to be successful. When you're distracted by incomplete or unfinished projects, your thoughts become scattered and your energies sag. You become stressed as new projects or opportunities are offered and feel the challenge to "do it all".

Whatever you need to do to bring **greater peace and calm to your environment** – make the move to do it today. The bottom line is that nothing happens unless you take action. So ask yourself:

- **How would you feel?**
- **What more could you accomplish?**
- **How would your relationships improve?**
- **What opportunities would be open to you if you took charge of your life?**



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# BONUS TIP

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**Having an attitude for success starts with a positive mindset.**

The mantra of a successful person is, **“YES, I CAN!”** It is this mindset that propels you to get up, do your best, and keep going – EVERY SINGLE TIME.

- **Believe in yourself.**
- **Trust your inner guide.**
- **Set goals and achieve them.**

**Now, choose what you want to accomplish FIRST and write down HOW you will do it. Then share it with someone you can trust to keep you accountable.**

**REMEMBER:** Success comes to those who believe they can fall down and get up again... and again. Failing doesn't mean YOU are a failure. Failing means you tried. Most things worth achieving involve failing somewhere along the way. Every great leader has experienced this.

**CONSIDER YOURSELF ON  
YOUR WAY TO BECOMING  
ONE OF THE BEST!**

# ABOUT SHERRY GREENLEAF

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**Sherry Greenleaf**, Principal of **IMPACT Training & Development**, Registered Corporate Coach and Wiley Partner, works with organizations desiring to improve employee engagement, retention and service - and with people who want to rediscover the joy of their work and the lives they live. She empowers leaders to better manage every area of their personal lives as they discover and master proven coaching techniques to bring out the best in others. Sherry lives in Cleveland, Ohio and delights in dark chocolate.

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