

LEADERSHIP CHEAT SHEET

By Eric Partaker © 2024

Leadership Styles

- 1 Adaptive**
How can we adjust?
- 2 Autocratic**
Follow this plan.
- 3 Coaching**
Have you tried this?
- 4 Democratic**
What do you think?
- 5 Inspirational**
Let's aim higher.
- 6 Laissez-Faire**
You've got this.
- 7 Servant**
How can I support?
- 8 Strategic**
Here's my vision.
- 9 Transactional**
Meet these goals.
- 10 Transformational**
Let's change the game.

Culture Building

12 Keys to a Strong Culture

1. Put your people first
2. Listen and act on feedback
3. Build trust with transparency
4. Prioritize employee well-being
5. Invest in your people's growth
6. Provide resources & support
7. Create an inclusive culture
8. Eliminate toxic behavior
9. Encourage collaboration
10. Recognize efforts
11. Celebrate wins together
12. Lead by example

Leadership Index (LI): A measure of your overall effectiveness as a leader. Combines key skills, behaviors, and traits essential for successful leadership.

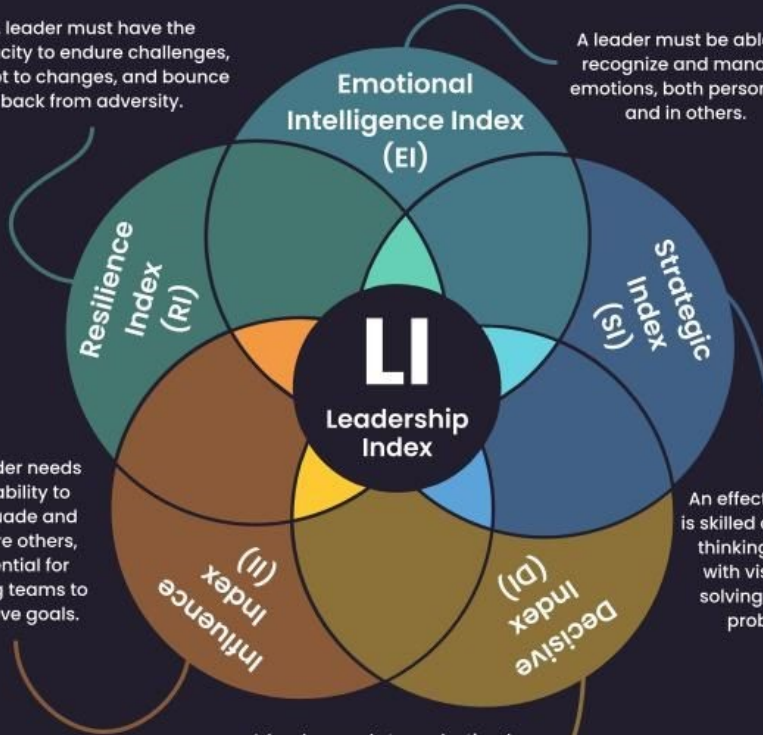
A leader must have the capacity to endure challenges, adapt to changes, and bounce back from adversity.

A leader must be able to recognize and manage emotions, both personally and in others.

A leader needs the ability to persuade and inspire others, essential for driving teams to achieve goals.

An effective leader is skilled at strategic thinking, leading with vision, and solving complex problems.

A leader needs to make timely, confident, and effective decisions, balancing analysis with intuition.

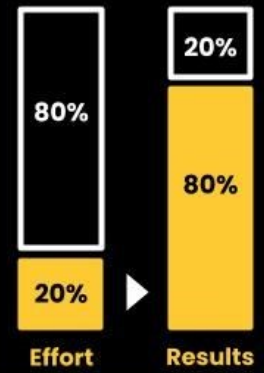


Communication

7 Cs of Effective Communication (h/t Scott Cutlip and Allen Center)

- Clear
- Concise
- Concrete
- Correct
- Coherent
- Complete
- Courteous

Time Management



Team Motivation

Daniel Pink's Theory of Motivation: What drives people?



Autonomy + Mastery + Purpose = Motivation

Conflict Resolution

Listen First	Stay Neutral	Focus on Facts
Find Common Ground	Encourage Empathy	Create Action Plans

Delegation

Delegating tasks isn't just about getting help with your work. It's about helping your team grow. When you share important tasks, you give a chance to learn new skills. Here are 10 tips to do it well:

1. Identify the right person
2. Be clear on the outcome
3. Explain their authority
4. Set a firm deadline
5. List the steps involved
6. Agree on communication
7. Allocate resources to help
8. Address any hurdles
9. Review and give feedback
10. Celebrate success

Emotional Intelligence Index (EI)

1 = low; 10 = high

1. How well do you remain calm and composed under pressure?
2. How effectively can you identify your own emotions?
3. How easily do you recognize and understand others' emotions?
4. How well do you manage and control your emotional reactions?
5. How easily can you empathize with others' perspectives and feelings?
6. How well do you maintain positive interactions in stressful situations?
7. How well do you adapt your communication style to different emotional situations?
8. How often do you reflect on your emotional responses to improve?

Strategic Index (SI)

1 = low; 10 = high

1. How effectively do you develop and communicate a clear vision?
2. How often do you engage in long-term strategic planning?
3. How well do you align team efforts with strategic goals?
4. How adept are you at identifying and solving complex problems?
5. How well do you adapt your strategies to changing situations?
6. How effectively do you anticipate future trends and challenges?
7. How well do you balance short-term needs with long-term objectives?
8. How often do you encourage innovative thinking within your team?

Decisive Index (DI)

1 = low; 10 = high

1. How quickly do you make decisions when faced with a challenge?
2. How confident do you feel about your decision-making abilities?
3. How often do your decisions lead to effective outcomes?
4. How well do you balance gut instinct with analytical thinking?
5. How effectively do you handle the pressure of making tough choices?
6. How often do you seek relevant information before deciding?
7. How frequently do you review the impact of your decisions?
8. How capable are you of making decisions in uncertain situations?

Influence Index (II)

1 = low; 10 = high

1. How well do you persuade others to support your ideas?
2. How often do you inspire your team toward common goals?
3. How effectively do you motivate others in challenging situations?
4. How well do you build trust to influence decisions?
5. How often are you able to change others' perspectives?
6. How successfully do you lead others to take action?
7. How effectively do you communicate your vision to the team?
8. How capable are you of rallying support during critical times?

Resilience Index (RI)

1 = low; 10 = high

1. How quickly do you recover from setbacks?
2. How effectively do you adapt to significant changes?
3. How well do you maintain focus during challenging times?
4. How often do you stay positive in the face of adversity?
5. How successfully do you find solutions to unexpected problems?
6. How consistently do you demonstrate perseverance?
7. How effectively do you manage stress and pressure?
8. How often do you turn challenges into opportunities for growth?

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