

# 11 HABITS OF HIGHLY EFFECTIVE LEADERS

- **Take Care of Yourself**
  - Diet, Sleep and Exercise Management
  - Vacation
- **Pay Attention to Indicators**
  - Client and employees you shouldn't have lost
  - Understand there is a speed bump out there and always watch for it
  - Initiate change
- **Teaching On The Job**
  - Instructing
  - Praising
  - Giving Feedback
  - Career Advice
- **Foxhole Fortitude**
  - Getting in and fighting on a temporary basis on something you don't like to do
- **Taking Time Out to Think, Read, Appraise**
  - Goal: Change with the times
- **Always Thinking Ahead Strategically**
  - Firm strategy (bring people together to set a vision)
  - Structure/culture
  - Career planning on key people
  - Develop "Singularity" For Your Product
- **Fostering Teamwork**
  - Nurture institutional rather than selfish instincts
  - Recognition
  - Your own leadership style
  - Humility and Empathy: not arrogance and complacency
- **Staying in Touch With Your People**
  - Staff meetings
  - One-on-ones with the key people
  - Surveys
  - Candor
- **Fiscal Responsibility**
  - Protect the firm
  - "If you don't produce, you don't get" mentality
- **Take Calculated Risks**
  - Shakespeare Quote: "There is a tide in the affairs of men, which, taken at the flood, leads on to fortune: omitted, all the voyage of their life is bound in shallows and miseries."
- **Trust Your Instincts**

