

## **10 Quick Tips on How to Lead, Follow or Get Out of the Way**

1. Be courageous. Leadership takes courage. Sometimes the most important communication you receive is the encouragement you give to yourself.
2. Encourage others. People who feel affirmed and encouraged are more likely to give you their best efforts. Remember that 'put-downs perpetuate poor play'.
3. Be fun to be around. Take your responsibilities seriously but don't take yourself so seriously! Be quick to laugh and turn a tense moment into an opportunity to smile.
4. Participate at every opportunity. It makes you relatable.
5. Take risks and be willing to learn alongside your colleagues. No one improves without making mistakes. Learn to make new mistakes.
6. Focus. Put your energy and effort into one thing at a time for rapid progress.
7. Choose to shift. Select one area and honestly evaluate where you're at and where you would like to be.
8. Watch your words. Every word you are speaking is either building up or tearing down someone or something. Say the words you'd like to hear.
9. Use your words like boomerangs. Remember that what you throw out is going to come back at you. Encourage, compliment, smile and respect others.
10. Put your pin in! There is power and confidence in having positive posture.