

Leadership

Cheat Sheet

Use this cheat sheet to get inspired by Leitha Matz's, COO at Zuper, top leadership suggestions, then use the handy dandy checklist to motivate you to take action to become a better leader today!

Top 3 tips

- #1 **Confidence is important:** Even if you don't always feel confident, practice projecting it. Remember to be less afraid of what other people think or looking like you're too ambitious.
- #2 **Embrace conflict:** Conflict is part of any job and something you can practice. Roleplay with friends, for example if you need to let someone go, to be more level-headed about conflict when you encounter it.
- #3 **Listen:** Really try to understand who you're talking to and what their perspective is, especially before making big decisions.

Toolbox

Seek out physical mentors: Nothing beats a real-life mentor. And don't believe these connections need to happen naturally, it's great to go out and actively seek one.

Be an observer of life: Even a bad manager can be a great lesson. Look around you to see how others in your organization are leading teams.

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- Mind** your body language: 1. Stand up straight 2. Pull your shoulders back 3. Hold your head high.
- Practice** conflict by roleplaying situations of potential conflict.
- Get** feedback from team members before making a big change.
- Find** a mentor by reaching out to your network & attending events.
- Observe** the leaders in your organization.

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Use this cheat sheet to get inspired by Katrin Jahns, Head of Press & Blogger Relations at Makerist, top leadership suggestions, then use the handy dandy checklist to motivate you to take action to become a better leader today!

3 steps for aspiring leaders to stand out

- #1 **Take a step back:** Don't just focus on executing on your tasks. Look around you to see the bigger and evaluate the effectiveness of your work.
- #2 **Get feedback:** Find people within or outside of your company to bounce ideas off of.
- #3 **Speak up:** Landed on a solid idea? Schedule time with your bosses to pitch it to them.

Top 4 tips for new leaders

- #1 **Trust yourself:** You got this position for a reason. Don't panic; don't be afraid.
- #2 **Talk & listen to your team:** Ensure you're also meeting one-on-one & not always in a group.
- #3 **Give and get feedback:** Both to and from people in your team and outside it.
- #4 **Focus:** Don't get caught up in the small stuff, keep your focus on your goals.

Toolbox

Online: Follow leaders you admire on LinkedIn to get an insight look at what they do.

Offline: Find and regularly attend meetups with people in your industry or position so you can exchange experiences and get some fresh perspectives.

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- Pitch a new idea to your boss(es)
- Look out for something you can improve in your company
- Get feedback from someone who hasn't given you any yet
- Write down the reasons why you got the position as a personal reminder
- Schedule one-on-one meetings with your team members
- Eliminate small stuff that is draining your focus
- Find & follow leaders you admire online
- Attend a meetup focused on those in your industry or position

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Use this cheat sheet to get inspired by Stephanie Tsing's, Senior Director of Technology at NBCUniversal, top leadership suggestions, then use the handy dandy checklist to motivate you to take action to become a better leader today!

Top 4 tips

- #1 **Slow down:** Quantity doesn't always equal quality. There is a lot of value in taking a breath, taking the time to listen, turning that phone upside down.
- #2 **Be transparent:** Take out the ambiguity out of a situation. When people feel like you're transparent with them, they feel informed. And when they feel informed, they feel empowered to make decision on your behalf.
- #3 **Give the why behind feedback:** Give your team the right tools to succeed by painting a full picture when giving feedback, including both the what but especially the why.
- #4 **Provide guardrails:** Give your team stretch projects but provide them with guardrails to allow for some margin of failure.

Toolbox

Read about thought leaders: Get leadership highlights from different leaders. Even if you don't agree with their style, it's interesting to observe how they would lead a team.

Get out there: If you start acting in a silos, you stop learning. Attend events and encourage your team to do so too. Especially pitch events are great to learn what younger generations are working on.

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- Schedule intentional breaks in your schedule.
- Put away your phone and other distractions during meetings.
- Check in with your team if they feel out of the loop about something.
- Give the why behind feedback during your next team review.
- Assign your team a stretch project (with guardrails).
- Read a book about a thought leader.
- Attend an event. Bonus points if it's a pitch event.

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Use this cheat sheet to get inspired by Erika Enberg's, VP of People at door2door, top leadership suggestions, then use the handy dandy checklist to motivate you to take action to become a better leader today!

Top 4 tips

- #1 **Lead by example:** Be present, and do whatever you say you'll do.
- #2 **Believe in yourself:** Know who you are. Authentic confidence will inspire those around you.
- #3 **Get feedback:** Ask your team members to give you honest feedback to detect your blind spots.
- #4 **Be curious:** Don't be afraid of failure. Actually, look for it a bit so that you can learn more.

Toolbox

Dive deep: With so many resources available, pinpoint specific topics that you want to learn more about.

Explore coaching: Whether formally with a certified coach or informally with a friend or colleague, it can help you to understand yourself and others.

Brené Brown: Explore her books or TED talks for inspiration and advice - especially on being authentic.

Webinars: There are many free webinars to learn more that also often let you watch recordings afterwards when it best suits you.

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- Remember & keep the last promise you made your team.
- Stop yourself the next time you want to downplay your work.
- Ask an honest team member to give you feedback.
- Find one task that scares you to tackle.
- Choose a topic and research it.
- Get a professional or friend/colleague to coach you.
- Watch or read a Brené Brown book or talk.
- Sign up for a free webinar in the topic you've chosen to focus on.

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Use this cheat sheet to get inspired by architect and project manager Myrto Lambrou's top leadership suggestions, then use the handy dandy checklist to motivate you to take action to become a better leader today!

Top 4 tips

- #1 **Observe & listen to people:** The best way to become a better communicator is to understand people's unique position to support them both in work & life
- #2 **Trust your internal voice:** Listen to your intuition and let it be a part of how you make decisions and lead.
- #3 **Don't be so hard on yourself:** Learn to forgive yourself. Especially if you're ambitious, it can be easier to be kind to others than yourself.
- #4 **Be consistent:** Determine what habits will make you better & consistently do them.

Toolbox

Read Tools of Titans by Tim Ferris: Learn from the tactics, routines, and habits of billionaires, icons, and world-class performers.

Start journaling: For Myrto journaling was a cure for her insomnia caused by anxiety. Journal about problems and what stresses you out for some distance and anxiety relief.

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- Determine what habits help you & start tracking them.
- Observe your team and find one way you can support them.
- Tune in to your intuition the next time you have a decision to make.
- Forgive yourself today for something you've been mad at yourself about.
- Read Tools of Titans & find examples of what could help you too.
- Journal about what has been keeping you up at night.

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Use this cheat sheet to get inspired by Ewelina Robaczek's, Founder & CEO of Vouchery.io, top leadership suggestions, then use the handy dandy checklist to motivate you to take action to become a better leader today!

Top 3 tips

- #1 **Be more open:** Listen to your team and your customers. Help others and focus on them. You're building your vision for and with other people, not yourself.
- #2 **Learn how to network through observation:** Watching how others network and interact gives you real-life inspiration. Ewelina once saw her boss simply walk up to someone new and say, "Hi, I think we haven't met yet," and has since used that opening herself dozens of times.
- #3 **Don't focus on the future:** This might seem contradictory to a lot of advice you receive, but we often get so caught up in planning for the future, we don't do anything NOW. So focus on now: Do it now. Go there right now. The future is now.

Toolbox

Lean In by Sheryl Sandberg: This staple on women & work will help you see how you might be unintentionally holding yourself back in your career.

How Google Works by Eric Schmidt & Jonathan Rosenberg: Dive into this book to explore how to create a culture that fosters thinking outside the box.

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- Rewrite your current vision to a) include your team and b) serve others.
- Observe how people strike up conversations with strangers & then use them yourself.
- Examine what you have been telling yourself you'll do in the future & do it now.
- Find one way you can "lean in" in your career following Sandberg's advice.
- Implement a tactic from How Google Works to encourage your team to innovate.

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Use this cheat sheet to get inspired by Julia von Winterfeldt, founder of new work consultancy SOULWORX, top leadership suggestions, then use the handy dandy checklist to motivate you to take action to become a better leader today!

Top 3 reflections

- #1 **What are you bringing to the table as a leader?** What is it that you do well? Where is it that you need the support of others?
- #2 **How are you communicating?** What language are you using? How are you communicating with people? How are you coming across?
- #3 **How are you bringing things to action?** What actions need to happen for you to reach your goals? How are you getting people to follow you?

Toolbox

Synchronicity by Carl Jung: This classic helps you understand book how things come together. It's about becoming more mindful, becoming more aware of yourself in your role as a leader, and seeing the synchronicity in the things that are happening.

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- Write down what you are bringing to the table as a leader.
- Observe how you are communicating with people.
- Plan how you will take action on your goals & get your team to do so too.
- Read Synchronicity to raise your self-awareness.

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