

# BEING A LEADER CHECKLIST

For a business to be successful, it is essential that you are leading not just managing. Leading means that you are responsible for setting the vision of the business, ensuring your teams are motivated and that everyone is committed to the success of the business. Only then will it generate the desired ROI.

Below is a checklist of some of the key skills and approaches needed to lead your business. Rate yourself and if your rating is 3 or less, then seek assistance to develop your leadership skills.

	NEVER 1	OCCASIONALLY 2	SOMETIMES 3	OFTEN 4	ALWAYS 5
You have created an inspirational vision that inspires your team					
You live and breathe the business culture					
You are an effective agent of change					
You are prepared to challenge the "status quo" when required in a diplomatic manner					
You are confident to make a decision, no matter how hard and unpopular they may be					
You lead by example and set the standard for others to follow					
You are professional and consistent in your communications and actions					
You are available, approachable, accessible and affable					
You seek first to understand, and then listen to your team until they feel heard (empathic listening.)					
You vary your leadership style depending on the team abilities and make up					
You vary your leadership style from people-focused to task-focused based on the situation you are in					
You delegate and empower your team to take on responsibilities					
You continuously find ways to simplify the way you do business					
You allocate time for what's important					
You give and take feedback in a positive manner					
You are happy to provide praise and rewards when required					

Any other areas you think you need to work on to become a truly great business leader?:

---



---

**NEED HELP DEVELOPING YOUR LEADERSHIP SKILLS, CONTACT ME NOW!**

0416 090 717

james@businessvision.com.au

www.businessvision.com.au

**BUSINESS  
VISION**