

BLL'S MICRO TOOL FOR LEADERS

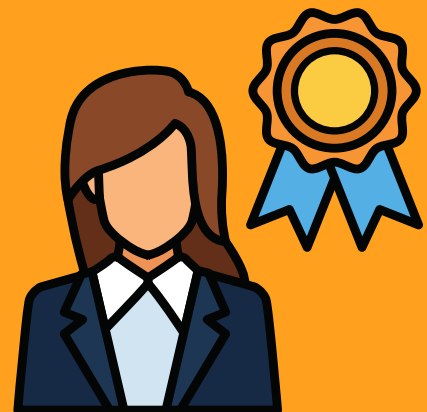
"BLL'S MICRO TOOLS FOR
LEADERS" ARE FAST,
EFFECTIVE LEADERSHIP TOOLS
THAT YOU CAN LEARN AND
START USING IN LESS THAN 15
MINUTES – WITH THE
POTENTIAL TO SIGNIFICANTLY
IMPACT YOUR SUCCESS AS A
LEADER AND THE
ENGAGEMENT AND
PRODUCTIVITY OF THE PEOPLE
YOU LEAD.

THE GOAL:

Create and apply a complete list of vital leadership actions.

MICRO TOOL:

The absence of an action checklist is one of the most correctable lapses in leadership. Through the simple step of creating and consistently applying the equivalent of a pilot's or surgeon's checklist, a leader is readied for whatever may be in store. Albert Einstein once described the calling of modern physics as an effort to make the physical universe as simple as possible — but not simpler. The leader's checklist is likewise at its best when it is as bare-bones as possible — but not more so. Just 15 mission-critical principles can define its core for most leaders, and the principles vary surprisingly little among companies or countries.



HOW COMPANIES USE IT:

No two leadership positions are exactly the same, nor do any two sets of circumstances require the identical exercise of leadership. While the 15 principles constitute a kind of "true north" for every manager, each leader's checklist must also be customized for one's personal place:

- A checklist for a major professional services firm identified nearly a dozen special capacities that it held to be vital for its managers, including seeing the world through clients' eyes, enthusiastically engaging with clients, and working with them to transcend conventional thinking.
- The leader's principles for General Electric include making tough personnel decisions and continually innovating, while the principles for Google place special emphasis on pursuing creative sparks and guiding others.



- The New York Fire Department provides 13 checklists for officers responsible for major incidents, including a "May-day Checklist" that requires ordering all unrelated two-way radio traffic to cease, establishing a staging area, and enlisting chaplains as needed.
- Two Microsoft sales managers created a pre-sales checklist, asking before a sales call that their representatives Google all who are expected at the meeting and submit their two-minute opening pitch to memory.



ACTION STEPS:

A leader's checklist is only as good as the materials and engineering that go into it. Drawing on an array of researchers, observers, and practitioners, and from witnessing a variety of leaders in action, here are 15 tried and tested principles for any leader's checklist:

- **Articulate a Vision**
(Formulate a clear and persuasive vision and communicate it to all members of the enterprise.)
- **Think and Act Strategically**
(Set forth a pragmatic strategy for achieving that vision both short- and long-term, and ensure that it is widely understood; consider all the players, and anticipate reactions and resistance before they are manifest.)
- **Honor the Room**
(Frequently express your confidence in and support for those who work with and for you.)

- **Take Charge**
(Embrace a bias for action, of taking responsibility even if it is not formally delegated, particularly if you are well-positioned to make a difference.)
- **Act Decisively**
(Make good and timely decisions, and ensure that they are executed.)
- **Communicate Persuasively**
(Communicate in ways that people will not forget; simplicity and clarity of expression help.)
- **Motivate the Troops**
(Appreciate the distinctive intentions that people bring, and then build on those diverse motives to draw the best from each).
- **Embrace the Front Lines**
(Delegate authority except for strategic decisions, and stay close to those most directly engaged with the work of the enterprise.)

- **Build Leadership in Others**
(Develop leadership throughout the organization.)
- **Manage Relations**
(Build enduring personal ties with those who look to you, and work to harness the feelings and passions of the workplace.)
- **Identify Personal Implications**
(Help everybody appreciate the impact that the vision and strategy are likely to have on their own work and future with the firm.)
- **Convey Your Character**
(Through gesture, commentary, and accounts, ensure that others appreciate that you are a person of integrity.)
- **Dampen Over-Optimism**
(Counter the hubris of success, focus attention on latent threats and unresolved problems, and protect against the tendency for managers to engage in unwarranted risk.)

- **Build a Diverse Top Team**
(Leaders need to take final responsibility, but leadership is also a team sport best played with an able roster of those collectively capable of resolving all the key challenges.)
- **Place Common Interest First**
(In setting strategy, communicating vision, and reaching decisions, common purpose comes first, personal self-interest last.)



That's it

BLL's Micro Tools for leaders" is best tool design by our team . It is effective leadership tools that you can learn and start using quickly. However, we hope this tool has been helpful to all those small business owners out there that are considering if this micro tool will be the right fit. We wish you much success as your company grows. As always, if you have any questions regarding the list – or would like some help with procuring the right leadership style for your business – please let us know.

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About BLL

[BLL \(Business Leadership League\)](#) is a community of aspiring businesses. The businesses which want to grow, scale-up and create value for all stakeholders

If you are looking for growth, this is the right platform and network for you.

In the new order, the way of doing business has gone through a drastic shift....so how do you cope up. You need to be a part of business ecosystems to unleash the power of collaboration.

Your network is your net worth, so Join the BLL community today for opportunities to-

To Network and generate leads

To get access to relevant business tips

To access business meets

To get access to business services

To grow together and contribute to each other Let's share our stories.

Let's join hands and reinvent ourselves to stay relevant.

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