

Cornerstone Skills for ManagersTM

The Essential Skills Every High-Performing Leader Needs



The Leader's Mindset



Leadership is not about being in charge. Its about taking care of those in your charge ~ Simon Sinek

You don't build a business; you build people, and then people build the business ~ Zig Ziglar

Before you are a leader, success is all about growing yourself. When you become a leader, success is all about growing others ~ Jack Welch



So, What is the Leader's Mindset?



Time Management for Freedom

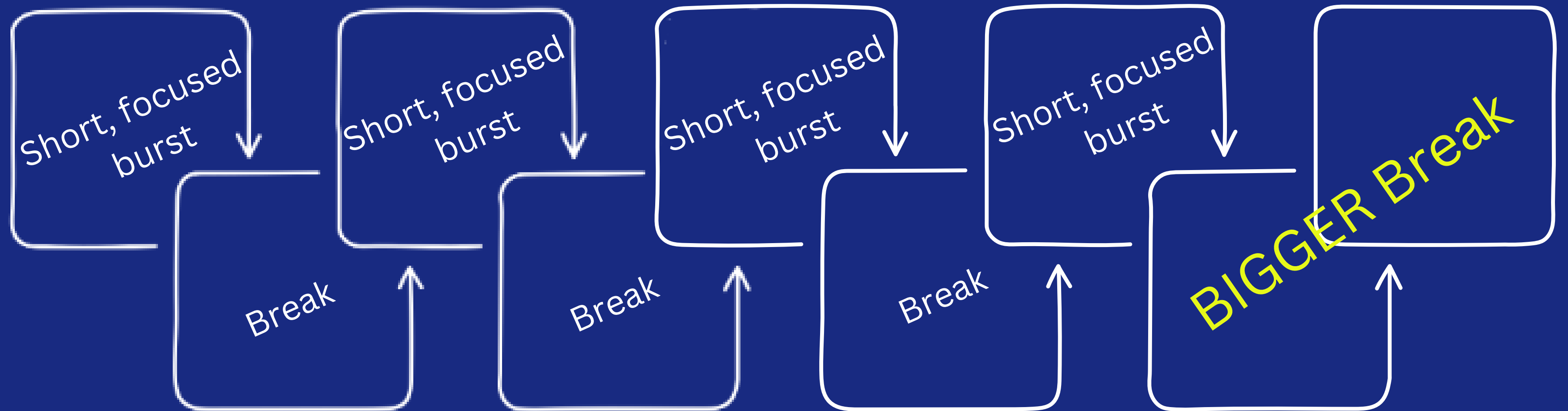


A goal without a plan is a wish ~ Herm Edwards





Pomodoro Technique



More Time Management Techniques



Time Blocking

Schedule specific blocks of time for different tasks or activities. Each block is dedicated to one task.

Helps ensure that you allocate time for important tasks and reduce distractions.

3 Minute Rule

If it takes less than 3 minutes to complete,

JUST DO IT.



Eat the Frog

"If it's your job to eat a frog, it's best to do it first thing in the morning." Tackle your most challenging task first.

Reduces procrastination and boosts a sense of accomplishment early.

Delegation with Purpose

Coaching for Performance



Whatever we accomplish belongs to the entire group, a
tribute to our combined effort
~ Walt Disney



Benefits of Effective Delegation



Efficiency
and
Productivity

Stress
Reduction

Team
Development

Trust
and
Morale

Innovation
and
Creativity

Delegation Struggles



Fear of
Losing
Control

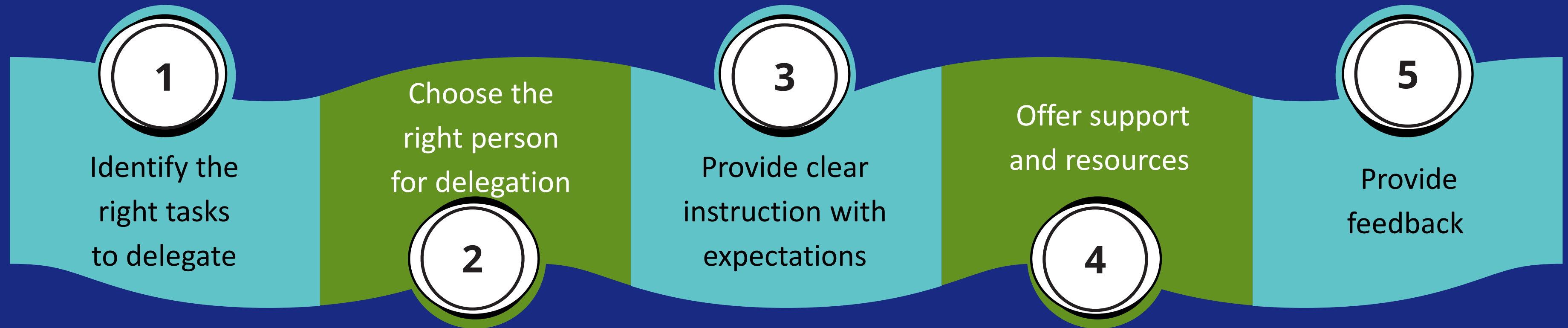
Lack
of
Trust

Perfectionism

Insufficient
Training

Fear of Being
Perceived
as Lazy

Steps to Successful Delegation



Coaching for Performance



The Self-Check Framework

Did I Pick the
Right Task to
Delegate

Did I Pick the
Right Person

Did I Give
Clear
Instructions

Show What
Success
Looks Like

Did I Check
for Under-
standing



So why does any of this matter this matter?



Cornerstone Skills for Managers TM



The Leader's Mindset

Delegation



Time Management



Coaching

