

*The following material has recently been used to great success with management and leadership teams. If you'd like to learn more, please review our Programs and contact us at [www.leadershiptransformationgroup.com](http://www.leadershiptransformationgroup.com)*



## **The 21 Indispensable Qualities of a Leader**

By John C. Maxwell

### **1. CHARACTER: Be a Piece of the Rock**

What must every person know about character?

- Character is more than talk
- Talent is a gift, but character is a choice
- Character brings lasting success with people
- Leaders cannot rise above the limitations of their character

### **2. CHARISMA: The impression Can Seal the Deal**

To make yourself the kind of person who attracts others, you need to personify these pointers:

- Love Life
- Put a “10” on Every Person’s Head
- Give People Hope
- Share Yourself

### **3. COMMITMENT: It Separates Doers from Dreamers**

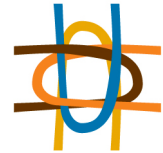
What is the true nature of Commitment? Take a look at three observations.

- Commitment Starts in the Heart
- Commitment is Tested by Action
- Commitment Opens the door to Achievement

### **4. COMMUNICATION: Without it you Travel alone**

You can be a more effective communicator if you follow four basic truths.

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- Simplify your Message
- See the Person
- Show the Truth
- Seek a Response

## 5. **COMPETENCE:** If you Build It, They will Come

If you want to cultivate this quality, here's what you need to do.

- Show up Every Day
- Keep Improving
- Follow Through with Excellence
- Accomplish More than Expected

## 6. **COURAGE:** One Person with Courage Is a Majority

As you approach the tough decisions that challenge you, recognize these truths about courage:

- Courage begins with an Inward Battle
- Courage is Making things Right, Not Just Smoothing Them Over
- Courage in a Leader Inspires Commitment from Followers
- Your Life Expands in Proportion to Your Courage

## 7. **DISCERNMENT:** Put an End to Unsolved Mysteries

Discernment is an indispensable quality for any leader who desires to maximize effectiveness. It helps to do several important things.

- Discover the Root Issues
- Enhance Your Problem Solving
- Evaluate Your Options for Maximum Impact
- Multiple Your Opportunities

## 8. **FOCUS:** The Sharper It Is, the Sharper You Are

The important question is, How should you focus your time and energy? Use these guidelines to help you:

- Focus 70% on Strengths
- Focus 25% on New Things
- Focus 5% on Areas of Weakness

## 9. **GENEROSITY:** Your Candle Loses Nothing When It Lights Another

Cultivate the quality of generosity in your life. Here's how:

- Be Grateful for Whatever you Have

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- Put People First
- Don't Allow the Desire for Possessions to Control You
- Regard Money as a Resource
- Develop the Habit of Giving

## **10. INITIATIVE:** You Won't Leave Home Without It

What qualities do leaders possess that enable them to make things happen? There are at least four.

- They Know What They Want
- They Push Themselves to Act
- They Take More Risks
- They Make More Mistakes

## **11. LISTENING:** To Connect with Their Hearts, Use Your Ears

As you think about how to spend your listening time, keep in mind that you have two purposes for listening: to connect with people and to learn. For that reason, you should keep your ear open to these people.

- Your Followers
- Your Customers
- Your Competitors
- Your Mentors

## **12. PASSION:** Take This Life and Love It

Take a look at four truths about passion and what it can do for you as a leader.

- Passion is the First Step to Achievement
- Passion Increases your Willpower
- Passion Changes You
- Passion Makes the Impossible Possible

## **13. POSITIVE ATTITUDE:** If You Believe You Can, You Can

To learn more about what it means to be positive, think on these things:

- Your Attitude Is a Choice
- Your Attitude Determines Your Actions
- Your People are a Mirror of Your Attitude
- Maintaining a Good Attitude is Easier Than Regaining One

## **14. PROBLEM SOLVING:** You Can't Let Your Problems Be a Problem

Leaders with good problem-solving demonstrate five qualities:

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- They Anticipate Problems
- They Anticipate the Truth
- They See the Big Picture
- They Handle One Thing at a Time
- They Don't Give Up a Major Goal When They're Down

## **15. RELATIONSHIPS:** If You Get Along, They'll Go Along

What can a person do to manage and cultivate good relationships as a leader? It requires three things:

- Have a Leader's Head—Understand People
- Have a Leader's Heart—Love People
- Extend a Leader's Hand—Help People

## **16. RESPONSIBILITY:** If You Won't Carry the Ball, You Can't Lead the Team

These are the characteristics of people who embrace Responsibility:

- They Get the Job Done
- They Are Willing to Go the Extra Mile
- They Are Driven by Excellence
- They Produce Regardless of the Situation

## **17. SECURITY:** Competence Never Compensates for Insecurity

Insecure leaders are dangerous—to themselves, their followers, and the organization they lead—because a leadership position amplifies personal flaws. Whatever negative baggage you have in life only gets more difficult to bear when you're trying to lead others.

Insecure leaders have several common traits:

- They Don't Provide Security for Others
- They Take More from People than They Give
- They Continually Limit Their Best People
- They Continually Limit the Organization

## **18. SELF-DISCIPLINE:** The First Person You Lead Is You

If you want to become a leader for whom self-discipline is an asset, follow these action points:

- Develop and Follow Your Priorities
- Make a Disciplined Lifestyle Your Goal
- Challenge Your Excuses
- Remove Rewards Until the Job Is Done

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- Stay Focused on Results

## 19. SERVANTHOOD: To Get Ahead, Put Others First

What does it mean to embody the quality of servanthood? A true servant leader:

- Puts Others Ahead of His Own Agenda
- Possesses the Confidence to Serve
- Initiates Service to Others
- Is Not Position-Conscious
- Serves Out of Love

## 20. TEACHABILITY: To Keep Leading, Keep Learning

If you want to grow your organization, you have to remain teachable. Here are five guidelines to help you cultivate and maintain a teachable attitude:

- Cure Your Destination Disease
- Overcome Your Success
- Swear Off Shortcuts
- Trade in Your Pride
- Never Pay Twice for the Same Mistakes

## 21. VISION: You Can Seize Only What You Can See

Show me a leader without vision, and I'll show you someone who isn't going anywhere. To get a handle on vision and how it comes to be a part of a good leader's life, understand these things:

- Vision Starts Within
- Vision Draws on Your History
- Vision Meets Other's Needs
- Vision Helps you Gather Resources