

A group of colorful wooden human figures standing in a line, with the text "LEADERSHIP MATTERS" overlaid in white. The figures are in various colors including blue, yellow, red, green, and brown. The text is centered and spans across the middle of the image.

LEADERSHIP MATTERS

10 THINGS THAT REQUIRE ZERO TALENT

1. BEING ON TIME
2. WORK ETHIC
3. EFFORT
4. BODY LANGUAGE
5. ENERGY
6. ATTITUDE
7. PASSION
8. BEING COACHABLE
9. DOING EXTRA
10. BEING PREPARED





“We need to demystify leadership. We don’t need supermen or women to lead a successful school. We need clarity, ceaseless, repetition, and practice.”

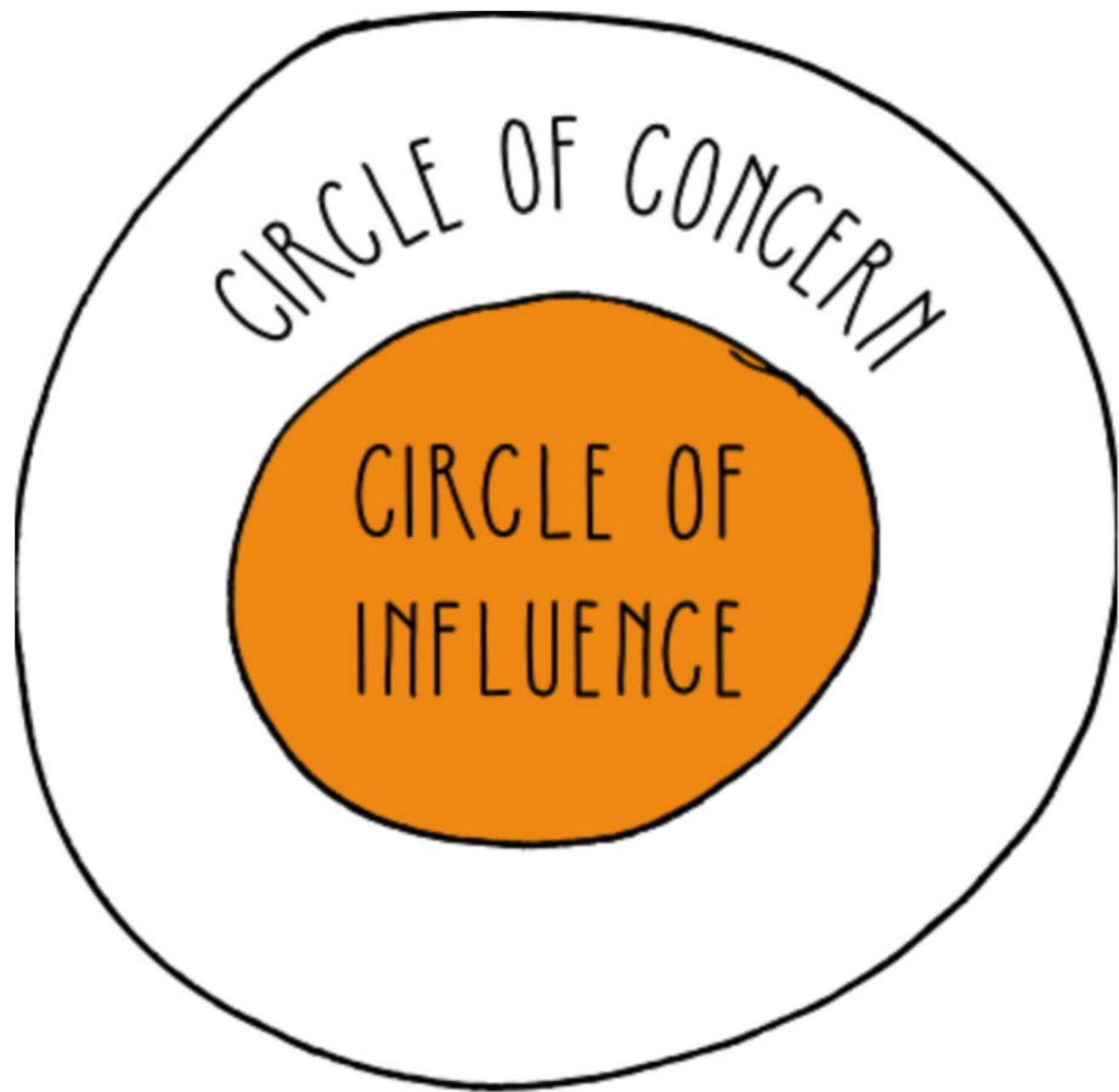
-Mike Schmoker



“I am not a product of my circumstances. I am a product of my decisions.”

-Stephen Covey

assume
positive
intent



MANAGE

Crises & Pressing Problems

1

DEMAND + NECESSITY
DAILY FIRE-FIGHTING
BE QUICK TO DELEGATE

IMPORTANT AND URGENT

FOCUS

On Strategies & Values

2

OPPORTUNITY + PLANNING
KEEP CRITICAL THINKING
CONSIDER THE MACRO

IMPORTANT NOT URGENT

AVOID

Interruptions & Busy Work

3

ILLUSION + DECEPTION
NOT YOUR EMERGENCY
MINIMIZE INVESTMENT

URGENT NOT IMPORTANT

LIMIT

The Trivial & Wasteful

4

ESCAPE + WASTE
ENTERTAINMENT ONLY
USE TO MINIMIZE STRESS

NOT IMPORTANT OR URGENT

1 BE IMPECCABLE WITH YOUR WORD

- A. SPEAK WITH INTEGRITY.
- B. SAY ONLY WHAT YOU MEAN.
- C. AVOID USING THE WORD TO SPEAK AGAINST YOURSELF OR TO GOSSIP ABOUT OTHERS.
- D. USE THE POWER OF YOUR WORD IN THE DIRECTION OF TRUTH AND LOVE.

DON'T TAKE ANYTHING PERSONALLY

- A. NOTHING OTHERS DO IS BECAUSE OF YOU.
- B. WHAT OTHERS SAY AND DO IS A PROJECTION OF THEIR OWN REALITY, THEIR OWN DREAM.
- C. WHEN YOU ARE IMMUNE TO THE OPINIONS AND ACTIONS OF OTHERS, YOU WON'T BE THE VICTIM OF NEEDLESS SUFFERING.

THE FOUR AGREEMENTS

BY DON MIGUEL RUIZ

2 DON'T MAKE ASSUMPTIONS

- A. FIND THE COURAGE TO ASK QUESTIONS AND TO EXPRESS WHAT YOU REALLY WANT.
- B. COMMUNICATE WITH OTHERS AS CLEARLY AS YOU CAN TO AVOID MISUNDERSTANDINGS, SADNESS AND DRAMA.
- C. WITH JUST THIS ONE AGREEMENT, YOU CAN COMPLETELY TRANSFORM YOUR LIFE.

3 ALWAYS DO YOUR BEST


- A. YOUR BEST IS GOING TO CHANGE FROM MOMENT TO MOMENT; IT WILL BE DIFFERENT WHEN YOU ARE HEALTHY AS OPPOSED TO SICK.
- B. UNDER ANY CIRCUMSTANCE, SIMPLY DO YOUR BEST, AND YOU WILL AVOID SELF-JUDGMENT, SELF-ABUSE, AND REGRET.

UPLIFT



“Between stimulus and response there is a space. In that space is our power to choose our response. In our response lies our growth and our freedom.”

-Viktor Frankl



**Every system is perfectly
designed to get the results it
gets.**

W. Edwards Deming



SKILL ↔ **WILL**

DEMAND

HIGH DEMAND LOW SUPPORT	HIGH DEMAND HIGH SUPPORT
LOW DEMAND LOW SUPPORT	LOW DEMAND HIGH SUPPORT

SUPPORT