

JULIAN'S TOP 50

LEADERSHIP HACKS

SELF-LEADERSHIP

1. Know when you work best and protect that time.
2. Limit your workload the optimum number of projects you can complete to a high standard.
3. Think about how people are hearing you and not just what you want to say.
4. Know when you've let your ego get better of you and adjust quickly
5. Set aside a tech-free half day every month and go for a walk (You may also fast).
6. Exercise with friends to increase accountability
7. Write an integrated (personal) vision statement and review it regularly and let it impact your decision-making.
8. Do a weekly review of all your commitments:
 - a. One week back
 - b. Four weeks forward
 - c. Evaluate all projects
 - d. Reschedule tasks
9. Listen way more than you think you need to and get good at saying, "tell me more".
10. Acknowledge mistakes and fix them, don't double down just to appear strong and decisive.

PERSONAL MANAGEMENT

1. Empty your inbox regularly (Preferably every day but at the very least on Friday afternoon) and reply to emails within 32 hours.
2. Use the Tripit app (or similar) to manage travel bookings and synchronise with your calendar.
3. Be as paperless as possible and scan important documents (I use the Dropbox app).
4. Have a shared Dropbox folder for all your family members including your parents and siblings
5. Used shared calendars with family members
6. Have a well-stocked tech bag, adapters, chargers, leads etc.
7. Have a well-ordered contact list (NB Yes, it's worth the effort to insert people's first and last names in the correct fields)
8. If you travel a lot, an annual lounge membership pays for itself ten times over. Make sure all traveling staff have it.
9. Get the best (most suitable) laptop you can afford.
10. Buy good luggage and whenever possible use only carry on.

ORGANISATIONAL LEADERSHIP

1. Be aware that you have a reputation! What do you want to be known for? And do those things well/consistently.
2. Limit your direct reports to the optimum number of people you can oversee to a high standard.
3. Learn how to assess and manage risk.
4. Learn how to lead change.
5. Learn how to read a balance sheet and profit and loss statement
6. Learn how to prepare an agenda
7. Undertake some cultural intelligence training
8. If something is really working, don't just repeat it, constantly refine it, and know that at some point it will become less effective and need to be shut down or replaced.
9. Capitalise on good will.
10. Always pay for the coffees. It's like hypnotism, so when you ask people for help later on, they say yes without fully understanding why.

SELF-CARE & DEVELOPMENT

1. Exercise for thirty minutes at least three days a week.
2. Always have an excellent book close by
3. Develop good habits, some of mine are:
 - a. Go to church every week,
 - b. Get up three hours before I start work each day,
 - c. Make my bed as soon as I get up,
 - d. Walk my dogs and pray every day,
 - e. Eat fresh food
4. Challenge yourself by leading things out of your comfort zone (sporting clubs, school parent groups).
5. Learn a language
6. Travel
7. Read excellent historical fiction for education, recreation, and also to develop empathy.
8. Take really smart people/experts in their field out for lunch and just let them talk
9. Listen to your mentors
10. Meet regularly with coach and see a spiritual director from time to time.

TEAM LEADERSHIP

1. When planning a meeting, think about the room
 - a. Remove excess chairs
 - b. If possible have a right size table or no table at all
 - c. If you need to be creative have pens, paper, flip-charts, a projector etc.
2. Order feminine nouns first, "Women and men", "Sisters and brothers" etc.
3. Send your staff to life-giving professional development opportunities and be optimistic about their capacity. Expect them to get bored with their current job.
4. Give constant feedback to staff and if somethings not working talk about it and wherever possible be generous to your staff; especially when they are performing well.
5. Don't fire someone until you've given them opportunities to learn; and if you do fire someone, offer out-service and write the best reference you possibly can.
6. When meeting with someone try and ascertain their meeting style; e.g.
 - a. chat first, maybe about interests, travel, or family,
 - b. dive straight into action,
 - c. clarify objectives, or
 - d. have a joke.
7. When planning an event, always ask, "What does 'finished' look like?" For some people this is the after-party, for others the room will be tidy.
8. Don't be afraid to let others take the lead when their temperament matches the task better than yours.
9. Balance with work and fun, especially when you travel. (e.g. Splurge on a massage but work hard in the lounge).
10. Connect with your staff as people, not just roles. When you build community, you build loyalty.

