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21 Rules for Leaders

Work on one of these at a time. **Do NOT** attempt to focus on more than one at a time. Focus on one until it becomes a habit and you find yourself doing it naturally for more than one week.

For some, that might take three weeks, for others three months. Then, and only then, should you move on to a new rule.

Start with the one that is the biggest problem for you or the one that you think is easiest to implement. It doesn't matter. The point is to start.

1. Today, I will say thank you to at least one team member.
2. Today, I will not speak for at least five seconds after someone presents an idea.
3. Today, I will spend one-on-one time with at least one team member. For a guide on one-on-one meetings, [click here](#).
4. Today, I will delegate one task that I would naturally do myself.
5. Today, I will say "no" to at least one thing that distracts me.
6. Today, I will say "yes" when my team asks for help with something.
7. Today, I will accept responsibility for my team's failures and will not pass the buck.
8. Today, I will not overcommit myself. I will know my limitations.
9. Today, I will speak up in meetings – OR- Today, I will listen more in meetings. (Whichever is more applicable to you)
10. Today, I will keep my door open at least __ hours.
11. Today, I will teach an up-and-coming leader on my team at least one leadership skill.
12. Today, I will remind my team of our "why." We will not lose sight of our focus in the day-to-day.
13. Today, I will not overreact to bad news.
14. Today, I will greet my team warmly when I arrive or when they arrive.
15. Today, I will celebrate at least one achievement in the company or team.
16. Today, I will address any and all bad behaviors, missed deadlines, and other problems on my team.
17. Today I will own all miscommunications. [Learn how here](#).
18. Today, I will be open to feedback from my team.
19. Today, I will catch one team member doing something right and say something about it.
20. Today, I will set a time to leave the office and stick to it. I will hold my team to a specific time as well.
21. Today, I will not complain about my team, my boss, my company, the economy, etc. I will follow the no whining rule.