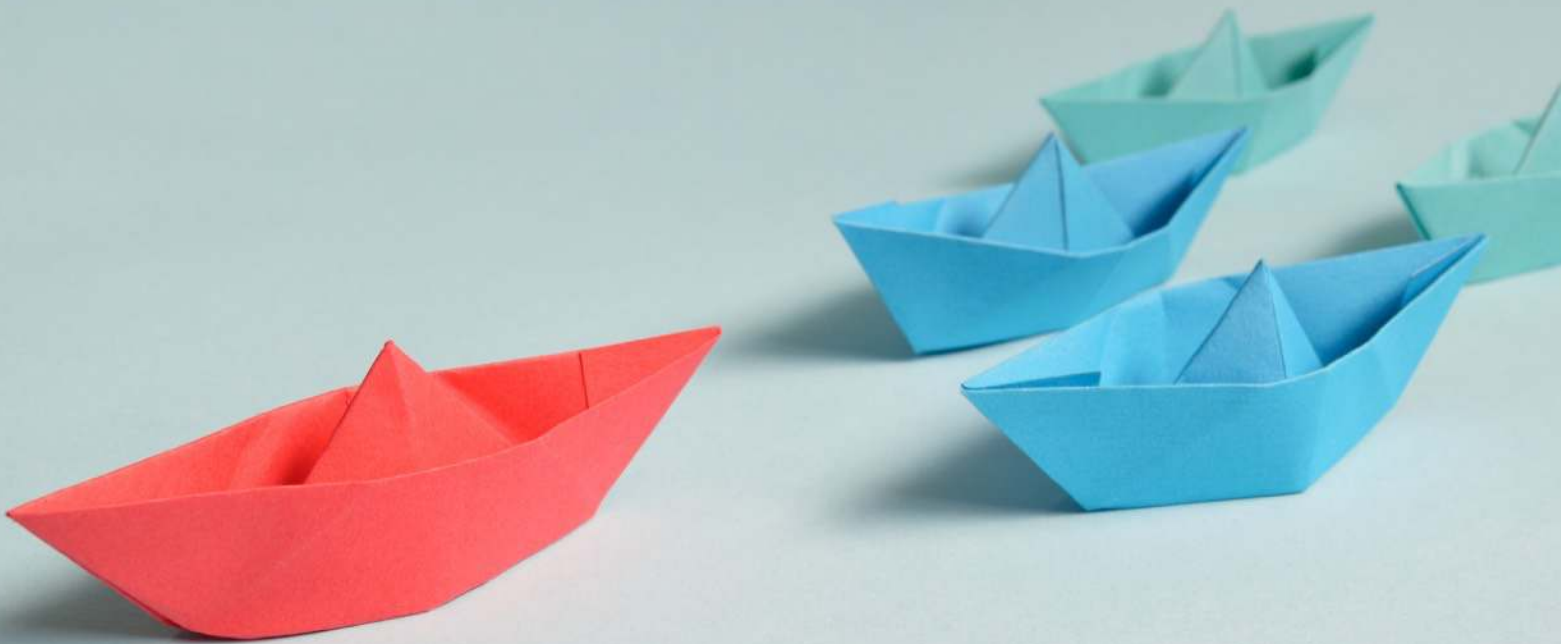


# 7 DAILY HABITS OF **OUTSTANDING** LEADERS



## CHECKLIST

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## 7 DAILY HABITS OF OUTSTANDING LEADERS

Would you like to become an outstanding leader? Use this checklist as a reminder of the important leadership-building skills you can develop on your personal development journey.

For best results, **focus on developing one habit at a time**. Once that habit is ingrained, then start developing another one.

Your journey to great leadership has begun!

### 1. Make your bed

- Establish a morning routine that gets you ready for your day
- Establish a nightly routine to sleep soundly and prepare you for the next day

### 2. Act according to your values

- Clarify your values
- Make decisions based on your values

### **3. Be creative**

- Write - daily journal or Morning Pages
- Make something new
- Be flexible - let go of expectations and keep an open mind

### **4. Practice mindfulness**

- Practice mindfulness meditation - focus on your breath
- Make time for mindfulness activities, like coloring or nature walks
- Integrate mindfulness into your daily routines

### **5. Trust others**

- Delegate
- Empower your team
- Encourage innovation
- Give direction

### **6. Be authentic**

- Live according to your values
- Practice compassion - for yourself and others
- Communicate clearly: listen, pay attention to your body language, understand what you need to communicate

## **7. Exercise**

- Mental health: do exercises that lift your mood
- Physical health: do exercises that build your strength, fitness, and discipline