

## 20 qualities leaders must demonstrate



**by Christine Leonardi:** Freelance writer, communications practitioner and GIBS Review contributor.

**The most successful men and women are not the most educated, talented, charming or good-looking. They are successful because they want to be successful. This is according to Recreation Africa Group's Executive Chairman and the author of *The Philosophy of Success* Robert Forsyth.**

"Success is like opening a digital safe. Let's say it requires six figures. You have to punch them in, in the correct order. If you get one wrong, the safe does not open. Therefore, it is important for you to embrace the secrets of success. You cannot pick and choose which ones you are going to follow. You need to embrace them all so that you can receive the full reward," says Forsyth in his book aimed at helping readers forge their own rock solid philosophy for living, working and loving.

He outlines 20 qualities leaders must demonstrate for success:

### 1. Attitude

The right attitude is a pre-requisition for success. Attitude is about your feelings about possibilities and dreams. Feelings affect your attitude, which determines the quality of your life. Attitude is a determining factor in how your life will turn out.

Attitude is everything. Change your attitude and you change your life.

### 2. Clean up your past

If you don't complete the past, you can't be free to embrace the present.

In life you have to deal with the past before you can push on with the future. And, until you deal with it with grace, it will stay in your face.

Are there areas in your life where you have left projects incomplete or failed to get closure with people?

### 3. Love what you do

Life is so short. It does not make sense to be in an industry and in a job that you do not love. It does not matter whether you are a gardener, a cleaner, a receptionist or a manager. You have to love what you do and do it with passion.

This quality will separate you from the herd and help propel you to new heights in your chosen field. Or it will open doors to new opportunities.

#### **4. You have to be referable**

To be successful, you need to be referable. To be referable you must:

- Keep time;
- Do what you say;
- Finish what you start; and
- Say “please” and “thank you”.

#### **5. Reject rejection**

Successful people learn how to deal with rejection.

You can acquire a thick skin or you could learn to reframe rejection. One way of doing this, is to look at the person handing out the rejection and decide if they have substance. If that person is a hypocrite or an idiot, it is senseless to get yourself worked up about it.

If you don't learn to handle rejection successfully, you will wallow in self pity.

#### **6. Use feedback to your advantage**

Feedback may be in the form of results – money, praise, a raise, a promotion or satisfied customers. Negative feedback is equally positive, if you see it as the world giving you improvement opportunities.

#### **7. Commit to constant improvement and innovation**

Achievers are committed to continual improvement. If you want to be more successful, you need to learn to ask yourself, “How can I make this better?”

You need to turn the ordinary into the extraordinary. Use books, CDs, DVDs or attend seminars.

#### **8. Practice persistence**

Persistence is a common quality of high achievers. They simply refuse to give up.

The miracle of personal development is to have more than you have, become more than you are. You have to change how you are to get what you want.

It is hard to get that which has not been obtained through personal development. Be like an ant. If you block an ant's way, they find another way. If you block that way, they keep going until you kill them. Be persistent.

#### **9. Manage your time**

Each day, do specific things – whether it is making phone calls, doing research, meeting people or starting a course – to move your goal towards completion.

Control interruptions, time wasters and distractions. Interruptions and distractions can be treacherous. Look for patterns in interruptions. They are often caused by ineffective systems or a breakdown in a system, process or function.

Low priority items often masquerade as important things, because they require your immediate attention. Deal only with the most important and urgent matters, and leave the mundane for another person or another time.

## **10. Balance through self-renewal**

When you start producing success in your life, you must take time for maintenance. Your life must have balance. Without this discipline, the body becomes weak, the mind mechanical, emotions raw, the spirit insensitive and you become selfish.

Successful people put in a lot more time and effort than eight-to-fivers. They go the extra mile, but they take time for maintenance.

## **11. Learn to be a good observer**

Do not let a day pass without finding the answers to the important questions:

- What is going on in your industry, your country and community?
- What are the new breakthrough opportunities, tools and techniques?
- Who are the leading industry personalities and how do they influence your world?
- You must become a good observer and an astute evaluator of all that is happening in your chosen field.

## **12. Success or failure has no short cuts**

Success or failure is not the result of a single, mind-boggling event. It does not happen overnight. It is the result of the actions we practice every day. There are no shortcuts to success or failure.

## **13. Be a team player**

You need other people to help you achieve your dreams.

Your team makes you better than you are. Your team enables you to do what you do best. Your team gives you more time. Your team represents you where you cannot go. Investing in your team will guarantee a high return for your effort, because a team can do so much more than you alone.

## **14. Become a problem solver**

Problem identifiers are a dime a dozen. Too few people spend their time and use their minds looking for solutions.

Problems give us opportunities to be creative. If you can identify a problem, you can certainly use your creative abilities to come up with a possible solution or two.

## **15. Surround yourself with successful people**

We become like the people we spend time with. If you are going to be successful, you have to start keeping the company of successful people. Ask them to share their success strategies with you.

## **16. Unleash the power of goal setting**

Once you know your life purpose, have determined your vision and have clarified what your true needs and desires are, you must convert them into specific, measurable goals and objectives. Then act on them with the certainty that you will achieve them.

Set worthy goals for what the process of reaching your goals will make of you.

### **17. Just get started – take action**

The secret of getting ahead is to get started. And, the secret of getting started is to break your difficult, overwhelming tasks into small, manageable ones and then to start on the first one.

All manner of good things begin to flow in your direction, once you begin to take action. Crush the spirit of procrastination.

### **18. Success leaves clues**

Who has already achieved what you want to? Research, study and take advantage of information available on people who have achieved their goals.

Choose a heroic model and emulate rather than imitate.

### **19. Release the brakes**

Many people drive through life with their psychological emergency brake on, holding onto negative images about themselves. Successful people release the brakes. They let go of and replace their limiting beliefs and change their self-images.

### **20. Develop new success habits every year**

Break those habits that will break you. Adopt practices that will help you achieve success.

Successful people don't just drift to the top. They get there through focused action, personal discipline and lot of energy to make things happen every day.