

4 Essential Habits Of An Effective Manager

Questions to ask yourself

ARE YOU READY TO BE A LEADER IN TODAY'S BUSINESS WORLD?

In today's fast-moving, diversified business world, there are four skills that managers need to harness to experience leadership success.

For more details and the full blog, [click here](#).

Review the checklist and record your actions below.

4 questions to identify your own habits

QUESTION AND TIPS

ACTIONS TO TAKE

- Have I overcome bias in the diverse workplace?**
- Avoid using collective labels about certain groups of people.
 - Take advantage of skills and qualities of each individual.
 - Cultivate empathy (this is the key to overcome biases, and we all have them).

- Have I set clear and personal boundaries?**
- Protect your personal time. Tell your team your boundaries.
 - Understand that every task or request is not a priority.
 - Learn specific skills it takes to be assertive.

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QUESTION AND TIPS

ACTIONS TO TAKE

- Have I developed a little grit to help me roll with the punches?**
- Find a business mentor.
 - Take development opportunities.
 - Improve physical health.
 - Keep an open mind to do things differently than before.

- Have I built self-confidence in face-to-face situation?**
- Develop effective communication skills – practice public speaking.
 - Attend a **leadership development** course.
 - Network with other leaders, avoid comparing yourself to them.
 - Focus on solutions.