



*Nurturing Your Success*<sup>™</sup>  
a dynamic approach to your career and finances

## Your Prescriptions For Success <sup>™</sup>

### 101 Tips For Developing The Leader In You!

By Julie Fuimano, MBA, BSN, RN  
Nurturing Your Success<sup>™</sup> Inc.

Your Prescriptions For Success™: 101 Tips For Developing The Leader In You!

Copyright © 2003 by Nurturing Your Success™, Inc.

Written by Julie Fuimano, MBA, BSN, RN

All rights reserved.

No part of this e-booklet may be used or duplicated without the written permission of the copyright holder.

For information about how to order large quantities of this e-booklet, contact:

Nurturing Your Success™, Inc.

Chester County Commons

4 Mystic Lane, Malvern, PA 19355

Phone: (484) 530-5024

Fax: (610) 828-5402

E-Mail: [Julie@nurturingyoursuccess.com](mailto:Julie@nurturingyoursuccess.com)

URL: [www.nurturingyoursuccess.com](http://www.nurturingyoursuccess.com)

## **Your Prescriptions For Success™: 101 Tips For Developing The Leader In You!**

### **By Julie Fuimano, Nurturing Your Success™**

Leadership is all about you – who you are, what you do, and how you communicate with others. In order to be a great leader, you must be your best!

- Tip # 1 Your job in life is to be your best.  
Love yourself in every way.
- Tip # 2 As a leader, you are on permanent video.  
As a leader, there's no such thing as a bad day. You are always being watched and evaluated. Your employees are exceptional "boss watchers" – so are your children, in-laws and your neighbors.
- Tip # 3 Accept responsibility for your behavior.  
You have no control over anybody else – only yourself.
- Tip # 4 Be careful what you feed your mind.  
Be it conversations, books, people, magazines, TV shows – everything your mind absorbs impacts you in some way.
- Tip # 5 Accept responsibility for your thoughts.  
Your thoughts drive your actions. This means, if you are to act responsibly, you must think responsibly. You have control over your thoughts – so make them positive.
- Tip # 6 Treat your body well.  
After all, you only get one. This means, eat nourishing foods, get plenty of rest, exercise regularly, visit your doctor annually and get any diagnostic tests completed on a timely basis.
- Tip # 7 Get plenty of sleep.  
Sleep is often underrated. Getting the right amount of sleep is important to rejuvenate your body, mind and spirit. It allows for increased creativity and maximum energy. Different people require different amounts of sleep. Know how much sleep you require to be at your best and be sure to get that amount of sleep each night.
- Tip # 8 Exercise regularly.  
Find an exercise routine that works for you and have fun. Moving your body increases your energy level, so make it part of your daily routine.

- Tip # 9 Find time to quiet your mind.  
Find a way to quiet your mind for a period of time every day – 15 minutes a day is a good start. Shutting off your mind-chatter allows for greater expression of creativity and intuition.
- Tip # 10 Move from reacting to responding as a leader.  
When you can learn to stop yourself from reacting to things, you gain control over your emotions. Breathe, and then take a moment to formulate the appropriate response. Things don't seem to have the same impact when you are in control of your response.
- Tip # 11 You are a brand.  
You have a personal brand. It is a personal identity for which you are known. Be aware of how others perceive you and the values and qualities for which you stand as a leader.
- Tip # 12 Create your own leadership brand.  
Identify three or four attributes that you want to be known for. Live these attributes because they will represent who you are. Creating a leadership brand takes consistency and time – so be patient.
- Tip # 13 Do what you say you're going to do.  
As a leader, demonstrate integrity and follow through. This means, be your word and show respect for yourself and others.
- Tip # 14 Demonstrate integrity in all of your affairs.  
Be honest - always and especially with yourself. Then, you'll never have to worry about hiding behind your lies – or remembering them.
- Tip # 15 Create urgency to get things done.  
When things are urgent, you place higher importance on them and complete them quicker.
- Tip # 16 Eliminate procrastination.  
Schedule things as they come up. You'll have less time to think about not doing them and these things will not have a chance to drain your energy or waste your time.
- Tip # 17 Perform well.  
Whatever you do as a leader, do it well. Put the effort into doing a great job. If you can't, have someone else do it.

- Tip # 18 Dress impeccably.  
Image is everything. Even on dress-down-days and weekends, look your best. Your attire communicates how you feel about yourself as a leader. Dressing sharp makes you feel great...so feel great everyday.
- Tip # 19 Take pride in your appearance.  
The way you wear your hair, the condition of your nails, the presence of facial hair, the amount and type of jewelry you wear, whether you wear facial rings, all make a difference in how you feel about yourself and what you communicate to others. Take the time to respect every part of your body and make it look and feel radiant. You will shine.
- Tip # 20 Only purchase and wear clothes that look and feel great!  
Why settle for anything less? And get rid of clothes that are worn, torn or no longer fit perfectly.
- Tip # 21 Choose not to struggle.  
When you struggle, it signals that you may be trying to fit the proverbial "square peg in a round hole". You may be resisting something, you may lack knowledge or something else may be going on. Starting today, uncover the source of your struggle.
- Tip # 22 As a leader, face everything.  
If you meet resistance, struggle or discomfort, address it. The alternative causes physical, spiritual, emotional and mental pain. Facing your resistance – whatever it is – moves you forward to the next life lesson. As a result, you'll be a stronger leader for having the experience.
- Tip # 23 Be aware of the feelings, needs and concerns of others.  
As a leader, seek to understand others – their feelings, their cultural differences, their developmental needs and desires. Challenge bias and intolerance. Be an empathetic leader who seeks to bring out the best in others.
- Tip # 24 Be aware of your own feelings.  
Listen your body. Your body communicates information as your mind processes your feelings. In turn, pay attention to what your feelings are communicating to you.
- Tip # 25 Know your values.  
Values are those things that are really important for you. They make up your core and are things that you could not live without. Identify your most important values and build your leadership and your life around them. As a result, you'll be much happier.

- Tip # 26 As a leader, honor yourself.  
Say no to people, places and things that don't add value to you or your life. There's freedom in letting go of old habits and toxic people. You'll have more energy and time for the things you enjoy.
- Tip # 27 You deserve a great life!  
So stop wondering whether it's okay for you to be exactly what you want. The flowers don't ask if they can grow tall and beautiful; the lions don't question whether they should hunt or be brave. They do what they do because it's in their nature. You deserve a great life. And the world deserves your best as a leader. So give it.
- Tip # 28 Work is only one area of your life.  
Identify other areas that are important to you like community, your significant other, close friends, family, charity and healthy entertainment. Each area plays a significant role in your life and is an opportunity to express your greatness.
- Tip # 29 Yes, your greatness.  
Human beings are incredible, which includes you! Yes, sometimes the actions of those around us aren't appropriate and they may not use common sense...but, for the most part, people are wonderful.
- Tip # 30 Endorse others.  
Speak from the heart and tell others how they are great. Endorsements are about who they are, not just what they do. Endorsing is connecting with those on your team at a deeper level – not superficial. It's very empowering.
- Tip # 31 Keep yourself and your life in balance.  
If you are over-extended in any one area, other areas will suffer and overall performance and personal fulfillment will go down.
- Tip # 32 Identify your vision of balance.  
Everyone talks about balance but do you know what balance means to you as a leader? Can you describe it, visualize it and feel it? Do you know how to get it and how to measure when you have achieved it?
- Tip # 33 Learn from your leadership experiences – both good and bad.  
If you don't learn life's lessons, they'll continue to repeat themselves until you do.
- Tip # 34 What you resist...persists.  
If you find yourself resisting something, check it out. What is the source of your resistance? What can you learn from your observations?

- Tip # 35 As a leader, learn from the experiences of others.  
As you learn new lessons, you evolve. The more you learn from the experiences around you, the more open you are to listening to the stories of others and learning from them, the quicker you'll grow as a leader.
- Tip # 36 Develop your personal vision.  
What do you see as possible? A vision is a destination. Your vision as a leader clarifies your purpose, provides direction and empowers you to perform beyond your resources. It's an ideal and focus, which fuels your passion for life.
- Tip # 37 Develop your personal mission.  
Your mission statement guides you on your journey. It describes how you will go about accomplishing your vision.
- Tip # 38 Develop your purpose statement.  
Why are you here? You can read books and talk to others but the real answer lies within you. This means, pay attention to your natural talents and dreams and the answers will be revealed.
- Tip # 39 Write down your goals – both personal and professional.  
As a leader, if you write them down, you're more likely to accomplish them. Better yet, draw a picture of your goals or create a collage. Having a visual display of what you want to achieve will keep you excited and focused.
- Tip # 40 Set S.M.A.R.T. goals.  
**S**pecific, **M**easurable, **A**ttainable, **R**ealistic and **T**imely. Make sure your goals are your own – not someone else's. And make sure your goals as a leader are current, not something you wanted years ago.
- Tip # 41 Determine your level of commitment.  
Make sure your goals are what you really want. Commitment is the fuel required to accomplish the tasks necessary to meet your goals. Without commitment, it's not a goal; it's a wish.
- Tip # 42 Think bigger.  
Stretch yourself because you can do so much more as a leader. If you dream it, you can achieve it. So, dream big!
- Tip # 43 Stay focused on the outcomes you seek.  
What you think about...you bring about. Make sure you're thinking about the great things you want to achieve as a leader and not all of the things that can impede success. Success or failure, it's a self-fulfilling prophesy.

- Tip # 44 Enjoy the present.  
Learn from the past – but don't live there. Set goals and plan for your future but, as a leader, be present now. This is where life happens.
- Tip # 45 Take a few minutes each morning to set your intentions for the day.  
How do you want your day to be? What do you want to accomplish? What's your mood going to be?
- Tip # 46 Attitude is everything!  
Adopt a can-do, make-it-happen attitude. Your enthusiasm and energy as a leader will be contagious.
- Tip # 47 Have high standards for yourself as a leader.  
Standards are about you and the expectations around your behavior. So...be your best.
- Tip # 48 Don't settle for less than excellence!  
Stop settling for things that don't meet your standards of excellence. If it's just good enough, then it's probably not good enough.
- Tip # 49 Promise less and deliver more.  
Always give yourself ample time to deliver on promises, projects, and proposals. Then, you'll always be able to meet your deadlines early, demonstrating a high level of competence as a leader.
- Tip # 50 Be organized.  
Disorganization is a waste of time and energy. Plus, it doesn't say much for your professional brand. Do whatever it takes to get organized – hire an organizer, take a weekend to clean things up, ask your assistant/friend/spouse for help with a large project - just get it done. And keep things organized by taking a few minutes each day to put things away.
- Tip # 51 Create processes to get things done.  
When there is a routine in place, you don't have to waste time and energy thinking about how to get something done. It becomes automatic.
- Tip # 52 View problems as opportunities.  
As a leader, look at challenges that arise as opportunities for reevaluating the way things are completed. Find new ways to achieve the same or better results while keeping an open mind.



- Tip # 53 Embrace an optimistic attitude.  
Negative people bring everyone down! They squash innovation and creativity. Make sure it's not you. Optimistic leaders tend to look at the lighter side of life, allowing for more humor and happiness to enter.
- Tip # 54 Be open to suggestions.  
There's always another way to accomplish something, not just your way or the way it's always been done. As a leader, look for new ways to be productive, streamline processes and be more efficient. And elicit suggestions from others on your team.
- Tip # 55 Identify your strengths.  
Your strengths as a leader are your skills, knowledge and talents. What are you good at? What do you love to do? What do other people rely on you to get done because you are so good?
- Tip # 56 Know your weaknesses.  
We all have them. Don't stress over them. If you know your weaknesses as a leader, then you can either learn to overcome them or you can hire people who have strengths in these areas. What you experience as your faults may actually be clues to your deepest strengths.
- Tip # 57 Orient your life around your strengths and talents.  
Spend your time and energy doing things you enjoy. You'll be more productive, experience less stress and have more fun.
- Tip # 58 Become a master.  
What else is there? You work hard to get to where you are in your profession as a leader. Be the best at what you do.
- Tip # 59 As a leader, become a lifelong learner.  
You can never know enough. The more you read, the more you'll know and the more knowledge you'll be able to use to impact the people and things in your world.
- Tip # 60 Set clear limits.  
Know what behavior is acceptable in your presence and what is not. This may mean speaking up or walking away.
- Tip # 61 Set clear expectations of others.  
Those on your team want to know what's expected of them. People do much better when they know what's expected of them. Then, let them determine the best way to accomplish the task. It's empowering.

- Tip # 62 Never gossip.  
As a leader, people take their lead from you. Never talk negatively about another person.
- Tip # 63 Respect your time.  
If what you are doing is not developing you personally or professionally as a leader, don't do it. Time is the only commodity you have, so, use it wisely.
- Tip # 64 Don't compare yourself to others.  
Compare yourself to yourself by looking back at how much you've accomplished and grown as a leader. Look forward to see where you are headed and if you're on track. Accept where you are on your journey. If you don't like the view, change it.
- Tip # 65 Have fun!  
Learn to have fun at whatever you do. If you're not having fun, why is that? This is your *only* life. You only get one chance to get it right. When you look back over your life, you want to be able to say that you lived it well. Unless you prefer, "*I wish I had...*"
- Tip # 66 Keep things simple.  
Gosh, we sure know how to complicate things don't we? If you feel overwhelmed, simplify. Being overwhelmed stifles your creativity and clouds your mind.
- Tip # 67 Learn to receive compliments well.  
Just say thank you. Anytime someone shares information about you to you, it's a gift, an opportunity to learn about yourself from another's perspective. In turn, acknowledge them for sharing it with you.
- Tip # 68 Keep track of your leadership accomplishments.  
Keep a list of the projects you've completed and things you've done well. Add to the list weekly. And do the same for your staff members.
- Tip # 69 Be a visionary.  
Leaders know how to keep the bigger picture in view - and share it with others. It's so easy to get caught in the details of the day-to-day that the vision gets cloudy. Leaders keep their vision clear.
- Tip # 70 Trust yourself.  
It's easy to be distracted or to become fearful over the choices you make as a leader. Don't stress about your choices; know that when you have all of the information you need, the decision will become clear.

- Tip # 71 Acknowledge your mistakes.  
We all make them. If you hide from them, no one will forget. Being a leader means being able to admit mistakes, correct them, learn from them and then, use them as stories to teach others.
- Tip # 72 Lighten up on yourself.  
When it comes to you, lighten up. Don't be hard on yourself. If you make a mistake, it's okay. Apologize and move on. If you acknowledge all of the wonderful things you do everyday, then when you do something wrong, you'll realize it's not a big deal.
- Tip # 73 Don't take anything personally.  
It's a natural tendency to believe that everything is about you. It's not! If you get sick, your body needs some attention from you; it's not personal. If someone says something about you or doesn't like you, it's about them. If something doesn't turn out your way, ask yourself what the lesson is and learn from it. It's nothing personal.
- Tip # 74 Don't put yourself down.  
Given your level of awareness, knowledge, mood, timing and the nature of the event, you are doing your best at all times.
- Tip # 75 Become a great communicator.  
Knowing how to articulate well and listen well is an important part of leadership. Communicating well is a skill that you're always learning and constantly improving.
- Tip # 76 Learn to ask great questions.  
Be curious. Inquire of others to discover the true meaning of what's being communicated. By asking questions, you will take the conversation deeper and help others better articulate their thoughts and ideas.
- Tip # 77 Listen to what others say.  
As a leader, give your full attention when in conversation. Many people interrupt, formulate their response or multitask during conversations. Be fully present. This means, paying attention to others shows respect and also allows you to really hear what they are communicating.
- Tip # 78 Don't assume anything.  
Hear what is actually said. If you have to guess their meaning, stop and ask instead.

- Tip # 79 Listen to what others are *not* saying.  
Pay attention to body language, tone of voice and pitch, as well as their choice of words – listening for what’s going on behind the words. Then, ask good questions to help the person identify the disparity.
- Tip # 80 Find a way to remember people’s names.  
One way is to listen carefully when a person tells you their name, repeat it several times in conversation and concentrate on remembering it. Some people create acronyms to help them remember. While it’s a common challenge to remember people’s names, it is something that can be learned. As a leader, it demonstrates respect when you remember someone’s name.
- Tip # 81 Speak simply and clearly.  
Keep your audience in mind when you speak; meet them where they are by considering their level of knowledge and experience with the topic.
- Tip # 82 Less is best.  
The best communicators are leaders who know how to deliver their message using short, simple statements to make their point. If your message is too long and verbose, your point will be lost and you won’t be understood.
- Tip # 83 Be comfortable with silence.  
Silence in conversation allows for processing and creates the space for the other person to say more.
- Tip # 84 Silence is golden.  
Sometimes it’s best to just say nothing. If a person is not interested in hearing your viewpoint, it will not be worth your trouble expressing yourself. As a leader, learn when to be quiet.
- Tip # 85 Regulate your emotions.  
Learn to temper your response to strong emotions such as anger, frustration or even excitement. Being in control of your emotions as a leader allows you to make better decisions. When you allow your emotions to control you, it’s easy to lose focus on the bigger picture.
- Tip # 86 Help people discover their own truth.  
People don’t want to know what you would do if you were in their shoes; they want to know what they should do! As a leader, help them discover their own answers and solve their own problems.

- Tip # 87 Be nonjudgmental.  
This means, listen with an open heart. Instead of judging, allow the person to be who they are by showing them your compassion.
- Tip # 88 Strive for excellence – not perfection.  
Perfectionism is a thief of time and energy. It causes you to avoid doing things for fear of not being able to deliver at an impossible standard. As a leader, just do your best because your best will always be good enough.
- Tip # 89 Continue to develop yourself personally and professionally.  
Never stop learning about yourself as a leader and never stop growing. There is more to you than you know...
- Tip # 90 Spend time with people who stretch you and bring out your best.  
Spend time with people who are also interested in learning and growing personally and professionally as leaders. You'll evolve faster.
- Tip # 91 Focus on solutions.  
Every problem is an opportunity to learn, to grow, to do something better. Spend your time focused on solving the problem. In turn, dwelling on the problem doesn't change it; it only makes it appear bigger.
- Tip # 92 No more excuses.  
Excuses, blaming, complaining and minimizing are not productive. Stop them and stop others from doing them. As a leader, focus on solutions instead.
- Tip # 93 Every day, take time for yourself.  
Take some time for yourself every day to do something nice for you: place fresh flowers on your desk or in your home, wink at yourself in the mirror, take a walk or take a bath. If you feel good, others around you will feel good.
- Tip # 94 Take vacations every year.  
Take time off to play. This means, schedule regular weekend getaways and vacations without phones, e-mail or deadlines. Just relax.
- Tip # 95 The truth will set you free.  
Seek the truth – no matter how painful it seems. The truth is always better than lies or deceit. The sooner you face the truth as a leader, the sooner you can move beyond it.

Tip # 96 Eliminate worry.

Worry is another thief of time and energy. Many people spend a good part of their life worrying about things that never come to fruition. Focus on the reality right now. Worry is about the possibilities in the future – it's a 'what if' game. If you are concerned about something, address it. And listen to what your fears are communicating to you.

Tip # 97 Do less and create space for more.

Yes, do less. If you don't have enough time to do things you want, create space by giving up some activities. Don't just cram things in; that's not how the game (of life) is played.

Tip # 98 Learn to delegate.

Delegate all of the things that don't require your special touch. Let go of the control thing and learn to utilize the special talents of others. There's a process to delegating, so learn to do it well.

Tip # 99 Focus your energies.

Multitasking limits your ability to tap into your wisdom. It keeps you busy, which is fine for getting the little stuff done. But for the big projects, the mind works best when you focus attention on one thing at a time. That means, eliminating interruptions and distractions and harnessing the power of focus.

Tip # 100 Embrace change.

As a leader, never be satisfied with the status quo. Many people get comfortable living a mediocre life. Leaders know better. There is always something new to learn, something new to experience and someone new to meet. When change is a constant, there's less fear and doubt. Change is just part of this thing we call life.

Tip # 101 Hire a coach!

Partnering with a coach will help you develop your leadership and communication skills, create your professional brand and clarify your personal and professional goals. With a coach, you will set bigger goals, take more effective actions, make better decisions, develop superior teams and experience less stress. A coach brings out the greatness in you as a leader!

**Ordering Information**

For easy, secure online ordering of this e-booklet, go to [www.nurturingyoursuccess.com](http://www.nurturingyoursuccess.com).

**OR**

For printed copies, you may fax the following form to our secure fax line at 610-828-5402

---

Total amount to be charged:	Number of Copies:	_____	
	X	\$5.95	
	Subtotal =	_____	(a)
<i>If being shipped to Pennsylvania, add 6% sales tax</i>	Subtotal x 0.06 =	_____	(b)
	S&H (for one booklet) =	\$1.50	(c)
<i>If ordering more than one booklet, please add \$0.85 per additional booklet</i>	No. Of Extra Copies x \$0.85 =	_____	(d)
<i>Orders will be shipped within 48 hours</i>	<b>Total =</b>	=====	(a+b+c+d)

---

Credit Card:       MasterCard       VISA       AMEX       Discover

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Cardholder Name: (please print) \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

**Shipping Information:** (please print)

Ship To Name (if different): \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

---

**Volume Discounts**

For volume discounts [100 or more copies] for your company or organization, please send an e-mail to [Julie@nurturingyoursuccess.com](mailto:Julie@nurturingyoursuccess.com).

**Professional Development Services**

We work with individuals and organizations in developing great leaders and building strong teams. For more information on our coaching and consulting services, send an e-mail to [Julie@nurturingyoursuccess.com](mailto:Julie@nurturingyoursuccess.com).

---