## 10 TRAITS OF SUCCESSFUL LEADERS

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There are 10 traits exhibited by successful leaders in almost every field. They are...

- 1. They observe with application. They observe and absorb. They look at everything as if it were the first and last time they would ever see it.
- 2. They know how to listen really listen! Listening is wanting to hear.
- 3. They take copious notes. They capture ideas as their senses respond to them.
- 4. They welcome ideas, urging others to bring their best thinking on a subject. They're open, responsive, sensitive, aware and encouraging.
- 5. They value time highly. They use it skillfully.
- 6. They set regular goals, and expend their energies toward devising ways to reach those goals.
- 7. They try to understand first. Then, and only then, do they judge.
- 8. They always anticipate achievement, and they build on their strengths.
- 9. They know how to ask clear, courteous and incisive questions. Questions are the creative acts of intelligence.
- 10. They know how to organize their approach to challenges, and how to focus their total mind power on the relevant.