

100 Leadership Qualities

A leader is someone who...

1. Sees the big picture
2. Thinks strategically
3. Focuses on the future
4. Sets the vision
5. Sets the direction
6. Displays a strong business acumen
7. Strives for continuous improvement
8. Sees a cross-functional, cross-organizational view
9. Thinks critically
10. Focuses on the customer
11. Possesses strong interpersonal skills
12. Communicates with transparency
13. Sends clear messages
14. Speaks in an impactful way
15. Delivers effective speaking presentations
16. Gives open, honest, and direct feedback
17. Listens to understand
18. Asks the right questions at the right time
19. Manages crises and conflict with ease
20. Breaks down complex information into simple terms
21. Interacts comfortably with people at all levels
22. Stays positive and constructive in difficult conversations
23. Finds middle ground and a path forward
24. Goes above and beyond
25. Focuses on results
26. Likes to succeed
27. Drives results
28. Gets things done
29. Embraces and leads change
30. Acts decisively
31. Stays goal-oriented and solution focused
32. Makes decisions in times of ambiguity
33. Completes difficult tasks despite obstacles
34. Exudes energy and determination
35. Pushes for what she believes in
36. Embodies a positive attitude
37. Has tenacity and curiosity
38. Strives to accomplish what she commits to doing
39. Takes ownership
40. Takes charge and assumes responsibility
41. Sets high standards
42. Has excellent organizational skills
43. Takes risks
44. Is fearless
45. Exudes honesty and dependability
46. Wins trust
47. Earns respect
48. Collaborates
49. Operates with integrity and fairness
50. Has a thirst for learning
51. Shares know-how
52. Shows empathy
53. Is supportive and caring
54. Stays calm in difficult situations
55. Possesses leadership presence
56. Leads by example
57. Serves as a role model
58. Stands up for she believes in
59. Is an influencer
60. Inspires and empowers
61. Motivates others during times of uncertainty
62. Influences without authority
63. Works across functions to get things done
64. Manages up, down, and across
65. Engages differing points of view
66. Builds teams and fosters teamwork
67. Instills a sense of community
68. Adapts her message to the environment
69. Rallies people to achieve a common goal
70. Creates a shared sense of purpose

- 71. Relates work to the organization's goals
- 72. Motivates people and aligns them around team goals
- 73. Ensures team spirit is upbeat
- 74. Builds collaborative teams
- 75. Inspires people to act and move toward goals
- 76. Delegates
- 77. Sets clear expectations
- 78. Trusts others to do their jobs without micromanaging
- 79. Enables others to be successful
- 80. Removes obstacles from a team's path
- 81. Gives positive and constructive feedback
- 82. Allows people to learn from mistakes
- 83. Develops strong talent
- 84. Mentors, coaches, and develops people
- 85. Empowers others
- 86. Provides people with the tools and autonomy they need
- 87. Acts as a strong advocate for others
- 88. Gives credit where it is due
- 89. Celebrates others' achievements
- 90. Rewards good performance
- 91. Creates opportunities for visibility
- 92. Attributes successes to those who contributed
- 93. Builds up team members and helps them grow
- 94. Understands the motivations of others to inspire them
- 95. Identifies and utilizes others' strengths
- 96. Encourages others to do their best
- 97. Cares about the well-being of the team
- 98. Enjoys seeing others succeed
- 99. Brings out the best in people
- 100. Helps others shine

Exercise: Your Signature Leadership Strengths

Your leadership strengths are your most powerful differentiators. Identifying, embracing, and unleashing these strengths can form the foundation of an extraordinary career.

To identify yours, at any career phase:

Step 1: Go through the list of 100 Leadership Qualities. Highlight all of the qualities you already see in yourself and any you'd like to improve on.

Step 2: Next, narrow down to the 10 qualities that best represent how you'd like to lead. Focus on your strengths and innate leadership style.

Step 3: From your list of 10, pick the 3 qualities that best represent the leadership strengths you'd most like to own and be known for 12 months from today. You can partly achieve this by grouping similar qualities into one category such as "Sees the big picture" and "Sets the vision and direction." In your group of 3, try to include two that you're already strong in and one that's more aspirational—one you're still growing into, but that you feel predisposed to become great at.

Bonus step: Put your three leadership strengths somewhere where you'll see the words every day as a reminder to play up these qualities and unapologetically own the heck out of them.

You can also show the list of 100 Leadership Qualities to a few people who know you well. Ask them to identify 3 attributes that best describe your leadership strengths.

Let's Work Together

I'd be honored to be part of your career support squad.

For much, much more like this exercise, join me for my [2022 Emerging Leaders Webinar Series](#). Together, we'll work through a proven, pragmatic roadmap to identify, embrace, employ, and amplify your authentic leadership strengths.

Now go...become the powerhouse leader you were meant to be!

Warmly,
Jo



This exercise was adapted from my book, [Woman of Influence: 9 Steps to Build Your Brand, Establish Your Legacy, and Thrive \(McGraw-Hill, 2019\)](#).

Notes