

14 LEADERSHIP TRAITS TO HELP YOU LEAD YOUR LIFE

Learn the tools to take control of your own life so that you can maximize your impact.

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Introductions

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14 LEADERSHIP TRAITS TO HELP YOU LEAD YOUR LIFE

Learn the tools to take control of your own life so that you can maximize your impact.

Leadership Traits and How They Help You Find Balance!

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14 Core Leadership Traits used by the United States Marine Corps

JJ DID TIE BUCKLE

Justice, **J**udgement, **D**ependability, Initiative, **D**ecisiveness, **T**act, Integrity, **E**ndurance, **B**earing, **U**nselfishness, **C**ourage, **K**nowledge, **L**oyalty, and **E**nthusiasm

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Justice and Judgement

The division of work won't always be fair or equal, however, neither is the respect, responsibility or position/title. Ensure that you are being just and fair with your staff, but also that the tasks being assigned to you are just as well. This will help your work/life balance

You must use your best judgement to look at your team and figure out what their strengths and weaknesses are. Putting people, including yourself, into the best position to succeed is paramount to success!

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Dependability and Initiative

For your CSBO to trust you, and give you more responsibility, you need to be dependable. Likewise, you need dependable staff, that you know you can count on.

Initiative is important. There will be times when you have good initiative, but poor judgement. Mistakes will happen, but that does not mean to should be afraid to take initiative. Find ways to streamline your process without affecting quality of work.

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Decisiveness and Tact

Too many times, people are waiting for decisions to be made, and as a result, miss the window of time to make a chance. Be decisive. Save time, save money, save effort when you can by being decisive.

When you are making decisions and changes, do so tactfully. The process you are changing, or decision you are making, might be replacing/repairing a previous decision or idea made by somebody you work with. Do so with tact and care.

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Integrity, Endurance, Bearing

You must be honest and trustworthy for your staff to trust your guidance, but also for your boss to trust your work. If everyone has integrity, it will limit the amount of double/triple checking that occurs.

This is a marathon, not a sprint. The Business office is a 365-day job.

You may face angry parents, angry board members, or superiors. Keep your bearing, be polite, and stay above reproach.

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Unselfishness, Courage & Knowledge

If you are a team player, and unselfish, that will cause others to do the same. This will create a good team atmosphere and lighten the workload.

Have the courage to say no. That something can't/shouldn't be done, to avoid needlessly spinning your wheels and wasting time.

If you don't have the knowledge to complete the task, find someone that does, and learn from them. Make yourself an expert

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Loyalty and Enthusiasm

The hardest part of the business office, is many people will come and ask you for information and ask you to point the finger when things go wrong. If you want the support of the team, you must act as a team. Win together, lose together.

Never forget why you chose this path. What inspired you and motivated you to pursue the School Business Office.

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Questions and Answers

We thank you for your time!

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