

Establish and take Action

EISENHOWER MATRIX



Establish and take Action

Soft Skills Do's and Don'ts

Work Ethic

Do: Lean into hard work without complaint
Don't: Focus on quantity - outcomes beat hours every time



Professionalism

Do: Be trusted to represent your organization publicly
Don't: Ever assume you can cross the line in more relaxed settings



Growth Mindset

Do: Love feedback and learning, and incorporate both
Don't: Think you know it all



Reliability

Do: What you say by when you say
Don't: Underperform promises or miss deadlines



Adaptability

Do: Change your approach when circumstances change
Don't: Stubbornly stick to your ways, especially after setbacks



Active Listening

Do: Be able to restate someone's point so they say - "Yes, exactly!"
Don't: Get so caught up in your response that you forget to listen



Self-Awareness

Do: Understand how your actions are perceived by others
Don't: Be arrogant, selfish, or act like you're above critique



Time Management

Do: Stay organized, finishing projects in a reasonable time
Don't: Procrastinate until you can't get help or finish on time



Emotional Intelligence

Do: Have control over your emotional responses
Don't: Have hot-headed outbursts



Likeability

Do: Make things easier for others whenever possible
Don't: Be unnecessarily difficult



Communication

Do: Speak and write simply and clearly, leading with conclusion
Don't: Use complex language to try to sound smart



People Reading

Do: Pay attention to reactions, body language, and mood
Don't: Fail to adjust based on explicit or implicit feedback



Motivation

Do: Show initiative, starting projects early and independently
Don't: Need constant hand holding and encouragement



Collaboration

Do: Work well with others, sharing info, ideas, and credit
Don't: Think "I could just do this faster myself"



Grit

Do: Keep going resiliently
Don't: Shrink in the face of hard things



Integrity

Do: Be transparent and tell the truth, even with bad news
Don't: Think covering up will work



Establish and take Action

12 HARSH TRUTHS ABOUT BEING A LEADER

By Eric Partaker

As a leader, the first step when things go wrong is to **look into the mirror**.

You can't please everyone. Trying to will only dilute your impact.

Vision requires sacrifice. You'll need to **trade comfort for long-term success**.

You won't always have the best ideas, so **listen when your team does**.

Mistakes are inevitable. **Own them**, don't avoid them.

Leadership often means **making decisions** that others avoid.

Not everyone will grow with you, and it's okay to **let them go**.

Your time is limited. Focus on what truly **moves the needle**.

You must **take care of yourself**, or burnout will eventually catch up to you.

Not all decisions will be popular, but **you need to make them anyway**.

Your behavior sets the tone for the team's culture and energy.

You have to **earn trust every day** through your actions, not your title.

1

2

3

4

5

6

7

8

9

10

11

12