

101 Skills, Traits, and Qualities for

Leadership

How are you doing as a leader?

Using the following list of skills, traits, and qualities, consider your strengths and weaknesses as a leader. You can rate yourself on a scale of 1 to 5, where 1 is a weakness and 5 is a strength.

Remember that becoming a leader is a gradual process and each person is different. There is no perfect leader, so you should expect to have a variety of responses from 1 to 5. This will give you a clearer picture of what your strengths are and what you could work on.

Relax. Be open-minded and rate yourself on each skill, trait, or quality as honestly as you can.

Response Key

1 = Weakness	2 = Less than Average	3 = Average	4 = Above Average	5 = Strength
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If you aren't quite sure about a particular skill, trait, or quality there is a list of descriptions for each principle that can be used as reference.

Notes:

Personality Traits

1. Self-motivated:	1	2	3	4	5
2. Standards:	1	2	3	4	5
3. Confidence:	1	2	3	4	5
4. Optimism & Positivity:	1	2	3	4	5
5. Accountable:	1	2	3	4	5
6. Courage:	1	2	3	4	5
7. Engaged:	1	2	3	4	5
8. Character:	1	2	3	4	5
9. Humor:	1	2	3	4	5
10. Passion:	1	2	3	4	5
11. Integrity:	1	2	3	4	5
12. Respectable:	1	2	3	4	5
13. Likable:	1	2	3	4	5
14. Ethical:	1	2	3	4	5
15. Loyal:	1	2	3	4	5
16. Charisma:	1	2	3	4	5
17. Appreciation/love for your role:	1	2	3	4	5

Notes:

Self-Awareness

18. Emotional intelligence:	1	2	3	4	5
19. Emotional control:	1	2	3	4	5
20. Understanding of opportunity cost:	1	2	3	4	5
21. Humility:	1	2	3	4	5
22. Discipline:	1	2	3	4	5
23. Perspective:	1	2	3	4	5
24. Risk management:	1	2	3	4	5
25. Time management:	1	2	3	4	5
26. Self-assurance:	1	2	3	4	5
27. Maturity:	1	2	3	4	5

Notes:

Communicate

28. Lead by example:	1	2	3	4	5
29. Relationship building:	1	2	3	4	5
30. Social skills:	1	2	3	4	5
31. Public speaking / Speaking skills:	1	2	3	4	5
32. Honesty & Transparency:	1	2	3	4	5
33. Reasonable:	1	2	3	4	5
34. Boldness:	1	2	3	4	5
35. Listening:	1	2	3	4	5
36. Presence:	1	2	3	4	5
37. Authenticity:	1	2	3	4	5
38. Empathy & Compassion:	1	2	3	4	5
39. Ability to confront others:	1	2	3	4	5
40. Empowerment:	1	2	3	4	5
41. Negotiation skills:	1	2	3	4	5
42. Social savvy:	1	2	3	4	5

Notes:

Delegate

43. Clarity:	1	2	3	4	5
44. Ability to teach:	1	2	3	4	5
45. Interested in feedback:	1	2	3	4	5
46. Trust in your team:	1	2	3	4	5
47. Ability to inspire:	1	2	3	4	5
48. Identify team strengths:	1	2	3	4	5
49. Sharing your vision:	1	2	3	4	5
50. Turning vision into reality:	1	2	3	4	5
51. Get the best from others:	1	2	3	4	5
52. Understand what motivates others:	1	2	3	4	5
53. Takes responsibility:	1	2	3	4	5
54. Rewarding:	1	2	3	4	5
55. Evaluative:	1	2	3	4	5
56. Conduct effective meetings:	1	2	3	4	5
57. Respect for others:	1	2	3	4	5
58. Coaching key people:	1	2	3	4	5
59. Enable others to act:	1	2	3	4	5
60. Set Expectations:	1	2	3	4	5
61. Fair:	1	2	3	4	5

Notes:

Agility & Adaptability

62. Urgency:	1	2	3	4	5
63. Decisiveness:	1	2	3	4	5
64. Commitment to vision:	1	2	3	4	5
65. Consistency:	1	2	3	4	5
66. Does not fear mistakes/risk:	1	2	3	4	5
67. Ability to pivot:	1	2	3	4	5
68. Open minded:	1	2	3	4	5
69. Tough-minded:	1	2	3	4	5
70. Resourceful:	1	2	3	4	5
71. Faces obstacles with grace:	1	2	3	4	5
72. Street smart:	1	2	3	4	5
73. Make good decisions:	1	2	3	4	5
74. Strategic thinking:	1	2	3	4	5
75. Proactive:	1	2	3	4	5
76. Flexible:	1	2	3	4	5
77. Manage setbacks/uncertainty:	1	2	3	4	5
78. Organized	1	2	3	4	5
79. Creative:	1	2	3	4	5
80. Intuition:	1	2	3	4	5

Notes:

Cultivate Wisdom

81. Seeks out advice:	1	2	3	4	5
82. Pursue new experiences:	1	2	3	4	5
83. Read, read, read:	1	2	3	4	5
84. Curiosity:	1	2	3	4	5
85. Competence:	1	2	3	4	5
86. Focused:	1	2	3	4	5
87. Intentional Learner:	1	2	3	4	5
88. Enjoys The Ride:	1	2	3	4	5

Notes:

Effect Change

89. Improve lives around you:	1	2	3	4	5
90. Foster potential:	1	2	3	4	5
91. Belief that success is shared:	1	2	3	4	5
92. Help others succeed:	1	2	3	4	5
93. Direction:	1	2	3	4	5
94. Challenge the process:	1	2	3	4	5
95. Performance driven:	1	2	3	4	5
96. Servant/Service:	1	2	3	4	5
97. Assertive:	1	2	3	4	5
98. Independent:	1	2	3	4	5
99. Conviction:	1	2	3	4	5
100. Patience:	1	2	3	4	5
101. High-energy:	1	2	3	4	5

Notes:

101 Descriptions

Personality Traits

1. Self-motivated:

Motivated leaders want to rise above and beyond expectations. This comes from their passion, pride and desire to improve over time. To succeed as a leader, you need to know what motivates you, and no one else can do that for you except your self.

2. Standards:

Leaders hold them selves and the people around them to a higher standard than most, both on a personal and professional level. Leaders understand that to meet higher standards, they need to have strong values, hold themselves accountable for their words/ actions and never make excuses.

3. Confidence:

Confidence has to do with your inner perception of your ability to fulfill a particular role. This develops through your experiences and dealings during your life. To build your confidence you seek out new experiences and be willing to fail or you'll never grow and find the strength needed to push the limits of what you're capable of.

4. Optimism & Positivity:

Where others might think a project or task is too difficult, leaders face those challenges with energy and positivity. Positivity is contagious, so be sure to focus on your attitude and understand you set the tone for your organization and the people around you.

5. Accountable:

Being accountable means that you accept responsibility for the outcomes expected of you, both good and bad. You don't blame others. And you don't blame things that were out of

your control. Great leaders take initiative to influence the outcome and take responsibility for the results.

6. Courage:

Leadership sometimes involves making unpopular decisions which requires a certain level of bravery. If you want to practice courage you need to try new things, have more trust and confidence in others, as well as be able to raise difficult issues that others would leave unresolved.

7. Engaged:

Great leaders are able to focus their attention on the problem at hand without being distracted. Even when you're extremely busy, you need to make sure that you're participating in the process with team members and not giving orders from the sideline.

8. Character:

Leaders are well-defined and have unique personas that make them one-of-kind. They are full of personality and are not afraid to stand alone and be different. They understand that the things who make them different are the things that define their character.

9. Humor:

You should have a healthy sense of humor about life and not take your self too seriously (which is difficult when you want others to take you seriously). However, leaders who take them selves too seriously risk alienating people. Effective leaders are able to laugh at them selves and understand that they are only human and can make mistakes like everyone else.

10. Passion:

Passionate leaders often have a strong, uncontrollable desire that pushes them forward. The amount of passion you have directly affects your attitude, energy and that of your followers as well. Use your excitement and to ignite the passion of those around you!

11. Integrity:

Having strong moral values is an important leadership trait because it will allow others to clearly connect with you. Having sincerity and honesty in all your dealings assures your followers of your intentions.

12. Respectable:

Eliciting a deep sense of admiration and loyalty in your followers is key to successful leadership. Being respected makes it easier to put your plans in action and have others quickly buy into your vision. Leaders garner respect by letting their actions speak louder than their words.

13. Likable:

In some cases, leaders are respected for their negative qualities. That's why it's important that you not only seek respect, but that you are likable as well. It's very obvious, people want to work with and be around people they like and distance themselves from people they don't.

14. Ethical:

When dealing with tough (sometimes moral) decisions, great leaders should follow their own values and make sure their actions are positive, not damaging. Also, when you govern the moral principles of the people you are leading, you can establish an unspoken ethics code that helps better guide their decisions and behavior.

15. Loyal:

When we are talking about loyalty and leadership it's usually about the followers, but loyalty is not a one way street. You need to give and show firm, constant support to your followers if you ever hope that they will give the same to you.

16. Charisma:

Successful leaders are magnetizing and charming which inspires devotion in their followers. This charisma might be difficult to learn, it usually requires most people to go outside of their comfort zone by speaking with more strangers as well as learning how to command the attention and speak to a group of any size.

17. Appreciation/love for your role:

It might be cliché, but you really should try to love what you're doing and what you're passionate about. If you aren't doing something you love, you'll never find the drive to push yourself.

Self-Awareness

18. Emotional intelligence:

The ability to understand and manage your own emotions, and those of the people around you is crucial. People with a high degree of emotional intelligence know what they're feeling, what their emotions mean, and how these emotions can affect other people.

19. Emotional control:

Similar to emotional intelligence, once you can understand your emotions, you can learn to control them. The ability to stay calm, assess your self, then make adjustments comes down to simple self-control. If you can control your emotions and reactions to the world, you can better control the outcomes.

20. Understanding of opportunity cost:

Leaders know that many situations and decisions involve risk and there is an opportunity cost associated with every decision you make. An opportunity cost is the cost of a missed opportunity. This is usually defined in terms of money, but it may also be considered in terms of time, person-hours, or any other finite resource. Great leaders understand the consequences of their decisions before making them.

21. Humility:

Leaders show humility by seeking out feedback and focusing on the needs of others. Be open to people's feedback and criticisms and learn how to admit that you're not perfect and when you've made a mistake.

22. Discipline:

Discipline in leadership is less about punishing and rewarding others, but rather having self-control, inner calm and outer resolve. A high level of determination and willpower play a significant part in your ability to be self-disciplined.

23. Perspective:

Sometime the best solution is right in front of us, but we are too close to see it. Leaders know how to remove them selves from a situation and see from multiple perspectives with an open mind.

24. Risk management:

You need to identify, evaluate and address risks so you can positively affect the outcome by handling that risk in the best-suited way. They often say, "there is now reward, without risk." But smart leaders know which risks to take and which to guard against.

25. Time management:

Great leaders know that time is their most valuable asset. Leaders need to know how to effectively plans their time by knowing when and where to spend it; on your self, your group, and family/friends.

26. Self-assurance:

Every road to success to filled with people who will find any reason to give you why it won't work. You need a healthy level of self-assurance that gives you a practical (sometime impractical) sense of faith in your cause that drives you forward with no excuses, roadblocks or negativity holding you back.

27. Maturity:

Contrary to popular belief, age is not a measure of maturity. Maturity comes from being courteous, knowing how to communicate like an adult and being the bigger person in difficult situations. Also, your confidence in your self and your ability to follow through without excuses are strong indicators of maturity.

Communicate

28. Lead by example:

Actions speak louder than words. The people around you will notice if you show dedication and work hard to grow your organization. But if you're lazy and don't care, your team will note and follow suit.

29. Relationship building:

"It's all about who you know." Smart leaders know that there is a lot of truth to that saying. Leaders understand the value of building long-lasting relationships with people in their industry and make a point to pursue partnerships when they can. Building a network of valuable people is critical for your long-term success.

30. Social skills:

More often than not, leaders are charismatic, outgoing, friendly and approachable. Leaders are capable of speaking with anyone in a calm, respectful and engaging way.

31. Public speaking / Speaking skills:

Leaders should not have any issues with speaking in front of crowds. Situations involving public speaking can range from simply speaking up at a meeting, to pitching a new idea in a room full of people. Not only is this important for you to get your message across clearly, but it improves your credibility as a leader.

32. Honesty & Transparency:

Honesty is the best policy. People respect those who honestly share their thoughts and react calmly to good and bad news while being able to quickly put a plan in action to move forward.

33. Reasonable:

One of the quickest ways to get people to dislike you is to be unreasonable. That's why practical leaders are fair, sensible, never make unfounded assumptions and have sound judgment when making decisions.

34. Boldness:

One of the quickest ways to get people to dislike you is being unreasonable. That's why practical leaders are fair, sensible, never make unreasonable assumptions and have sound judgment when making decisions.

35. Listening:

In order to give your followers the feedback, support and attention they need to be successful, you need to make a true effort to listen when they speak. Most people are waiting for their turn to speak, great leaders listen first, speak second. Listening is more than being silent, you also need to ask the right questions.

36. Presence:

True presence is just not about being the center of attention, it's about observation and seeking/giving meaningful feedback. You need to be there for your people during important situations as well as help team members across your organization find solutions to roadblocks.

37. Authenticity:

Leaders stay true to the things that make them unique and tirelessly move towards their goals despite outside pressures to change or conform. Hard-work, dedication, and long-term focus are essential to authentic leadership.

38. Empathy & Compassion:

When you are laser focused on your own goals, it is difficult to focus on the needs and feelings of others people. You need to know not only how your actions affect people, but what you need to do to show understanding and sympathy for others.

39. Ability to confront others:

Most people go out of their way to avoid confrontation for fear of an argument, leaders know how to approach others in a nice, honest way to discuss concerns. Stopping a problem earlier on will save a huge amount of time (not to mention headaches) versus leaving it unresolved.

40. Empowerment:

As a leader, you need to set others up for success by entrusting them to make good decisions. Empowerment is not just about giving your followers the freedom to make their own choices, it's about giving them the tools and processes to make those choices effectively and productively.

41. Negotiation skills:

Leaders know how to get what they want and can be very convincing (which might be good or bad). They do this by tapping the desires of others and building a sense of trust with people to come to a desirable outcome. From settling differences to overseeing a large deal, leaders are practical, fair and firm in their negotiations.

42. Social savvy:

Smart leaders know what's going on in the lives of people they lead as well as how to navigate the social waters that connect us all.

Delegate

43. Clarity:

When great leaders speak, they are able to clearly relay their thoughts in a way that's easy to understand. Then they make sure there are no miscommunications and that their point(s) got across clearly. This ensures delegated projects and tasks get done the right way and without mistakes.

44. Ability to teach:

Leaders should share the methodologies and processes that make their group run with the people they work with. If your peers are poorly trained, your subordinates will be poorly trained and it will reflect in your group and administrations. Remember the best way to learn something your self is to teach it!

45. Interested in feedback:

In the same way great leaders are able to teach, they also value learning. That involves being open to honest feedback and the ability to have a positive attitude about that feedback and use it make adjustments that benefit everyone.

46. Trust in your team:

This is difficult, but your trust in your team largely depends on the people you lead, your ability to train them and the work you delegate to them. If you believe in their ability to do those things, you need to trust your team to get the results you want and not micro-manage every project.

47. Ability to inspire:

Let's face it, it's difficult to love every part of your work no matter what you do. But great leaders inspire their team and make sure they know what they are doing has a bigger impact than they realize.

48. Identify team strengths:

When delegating work, leaders know their team and their strengths inside and out. They use that knowledge to decide who gets assigned which projects/tasks so that everything gets completed the right way.

49. Sharing your vision:

There are a lot of people out there who think they have the next great idea. Sadly, as great as those ideas might be, they will never go anywhere if no one else knows about it. Leaders constantly share their vision and get people to buy into their ideas.

50. Turning vision into reality:

Not only can leaders share their vision, they break that vision down into steps and a strategy that can be understood by others and executed over time.

51. Get the best from others:

By understanding what people really want, you can help them perform better by properly incentivizing their work and progress towards larger goals. To get the best from others a leader needs to understand their motivations, be positive, generous, open-minded and be able to control their attitude.

52. Understand what motivates others:

For better or worse, human beings tend to care mostly about themselves and are motivated by selfish altruism. Simply put, you need to figure out what people want for themselves: Notoriety? Money? Recognition? Understand that will be different for everyone.

53. Takes responsibility:

In the same way leaders are quick to give their team credit, they are also quick to take responsibility for negative outcomes. Great leaders know that when they accept responsibility for their actions, they can positively affect the outcomes.

54. Rewarding:

People often seek recognition from people they follow, that's why it's important to reward your team members for their engagement, especially when they go above and beyond.

55. Evaluative:

At the core of the word evaluative is value. When you evaluate something, you are determining its value. Great leaders use critical thinking and their best judgement to evaluate everything that comes their way to find its value and best use in the organization.

56. Conduct effective meetings:

Sadly, most meetings are never as productive as they could be. Effective leadership is about using meeting time as effectively as possible. Start by having an agenda, eliminate distractions, have a start/end time (no exceptions), encourage everyone to contribute, encourage note taking and follow-up after the meeting.

57. Respect for others:

When you show respect towards other people, it is much easier to build meaningful, beneficial relationships. You need to keep your promises, don't waste their time, stop gossiping, believe in other's ideas, stand up for them and truly care about their well-being.

58. Coaching key people:

It's one thing to name your top performers, but you also need to nurture their success and help them grow within your organization. In order for you to successfully lead a growing number of people, enable your key people to lead as well and help push progress forward.

59. Enable others to act:

Unless there are strict guidelines/regulations or safety concerns, if you don't allow your followers to make their own decisions they likely will find reasons to disagree with yours. You can enable others to act by giving them the tools and processes they need to succeed, trust them to handle the rest.

60. Set Expectations:

People don't like to be surprised. That's why it's important to layout and agree to the expectations in place so everyone is on the same page from day one. To make sure expectations are crystal clear, start by providing structure, clarifying roles, set motivating goals and continuously give/ask for feedback.

61. Fair:

Some traits are more important than others. When it comes to leadership, the ability to judge situations and people with fairness is essential because it shows them how you value them. There's many examples in history of leaders who took advantage of the people they were leading, things hardly ever worked out in their favor. The leaders who are fair to people, are the ones who are loved and remembered.

Agility & Adaptability

62. Urgency:

The competition doesn't wait and there will always be someone out there trying to outwork you. Leaders understand that in most situations it's about who gets there first which is why they value of both persistence and urgency.

63. Decisiveness:

Being decisive is not just about making decisions quickly, it's about fostering a confident and effective way of thinking, deciding, and acting. In order to make the best decisions possible, understand and assess each option carefully while approaching the right people and resources to help you make your decision. Don't let indecision paralyze you.

64. Commitment to vision:

Every overnight success you've heard about likely has another side to the story: the long hours, bootstrapping and testing many iterations before finding the right combinations. Leaders need to appreciate the process as much as the outcome and stay committed to their vision through thick and thin.

65. Consistency:

Like professional athletes, great leaders follow strict routines to keep their skills sharp and their delivery consistent. Remember that practice makes perfect and the more consistent you are, the more efficiently you and your organization will be.

66. Does not fear mistakes/risk:

Failure often provides us with some of life's biggest learning opportunities. Leaders embrace this as well as the uncertainty and risk that are inherent parts of being a leader.

67. Ability to pivot:

Great leaders recognize necessary changes and guide their organization and team according to meet those changes. Leaders roll with the punches.

68. Open minded:

It's fascinating how many leaders refuse to change the simplest aspects of their organization because they have the "if it ain't broke, don't fix it" mentality. While that might work for a time, as years pass the organizations and their leaders who refuse to learn, adapt and grow will be fall behind. To be an effective leader you need to be open to learning about new things and exploring new experiences.

69. Tough-minded:

What can go wrong, usually does go wrong. Leaders need to face life with strength and determination, especially when things get difficult. When most people might give in, that's the exact moment you need to push through and overcome adversity.

70. Resourceful:

When faced with a challenge, smart leaders are able to find creative solutions to problems. Being resourceful involves understanding all the resources at your disposal, adapting by applying other experiences, sometimes bending the rules and never being afraid to ask for what you need.

71. Faces obstacles with grace:

Life will always be full of obstacles, how you choose to deal with them is your decision. Effective leaders approach roadblocks with a high level of positivity and creative problem solving that allows them to overcome situations that others might give up on.

72. Street smart:

It's hard to find a substitute for old-fashioned street smarts. Knowing how to trust your gut, quickly analyzing situations as well as the people you're dealing with and knowing how to spot a bad deal or scammer is an important aspect of leadership.

73. Make good decisions:

When you make good, practical decisions, you build trust with your followers that gives you the power to make future decisions quicker, with less pushback. Making good decisions involves generating good alternatives and analyzing each option diligently. Once you've made your decision, evaluate then communicate plan and always learn from yours and others' mistakes.

74. Strategic thinking:

In order to think two steps ahead, you need to develop a long-term mindset, using research to make decisions and take time to reflect on your decisions. When you plan for the long-term, you can layout, then take small, actionable steps towards a bigger picture.

75. Proactive:

The opposite of proactive is reactive, which means you react to the world around you instead of taking steps to positively affect the outcomes. Proactive leaders have a DIY mindset and approach new/difficult situations with enthusiasm and energy. If you want to positively affect your life and the lives around you, start by learning to control (not manipulate) situations to cause something to happen, and not waiting for it to happen.

76. Flexible:

People in leadership positions are often gifted with flexible schedules. Leaders need to use this flexibility to become more available and involved in organization initiatives as well as other people's lives.

77. Manage setbacks/uncertainty:

After any failure, big or small, you usually have two options: give up or find a better way. Leaders know when it's time to double down and when it's time to fold, they manage uncertainty by making thoughtful decisions on next steps.

78. Organized:

You can't sail your ship if you don't know where the sail is, likewise, you can't run your organization if you aren't organized. Leaders know that value in keeping their personal and professional things (both physical and electronic) in order.

79. Creative:

Contrary to popular belief, creativity is not something people are born with, like many leadership skills it is learned and practiced. Go out of your way to explore new experiences, learn new things and practice open-mindedness by continually asking new questions.

80. Intuition:

Intuition is to art as logic is to math. Leadership is often about following your gut instinct. It is difficult to let go of logic in some situations, but uncertainty and risk are a natural in leadership. Learn to trust your self and not everyone else.

Cultivate Wisdom

81. Seeks out advice:

Even though leader usually means “the person in charge” it’s important that you seek out the experience and skill sets of trusted advisors, partners, customers and peers. Outside perspectives are always helpful.

82. Pursue new experiences:

To be prepared for any road bump, leaders actively pursue new experiences that allow them to learn and grow. From starting a new venture, to coaching little league, challenge your self to improve by enjoying new experiences.

83. Read, read, read:

Read everything related to your field that you can get your hands on, both print and digital. Leaders understand that education does not stop after school, to stay relevant, you need to stay informed with both timeless and timely resources.

84. Curiosity:

Leaders are often driven by an insatiable desire to learn, push the limits of what’s possible and explore things other people have or will not explore themselves. Expanding your mind can often be as simple as reading, asking “why?” more often and enjoying the journey your own.

85. Competence:

Competence usually refers to someone being properly qualified and educated, but just because some people can learn something quicker than others doesn’t necessarily mean they are more intelligent. Willpower, determination, consistency and willingness to learn play important roles in your competence as a leader.

86. Focused:

Life is full of distractions, great leaders know how to stay on track and block out distractions. Remaining focused involves keeping your eye on the bigger picture,

allocating your time deliberately and training your brain like a muscle to drop non-essential work

87. Intentional Learner:

Leaders go out of their way to stay educated and up-to date. Intentional learning is a continuous process of acquiring, understanding information with the goal of making your self more intelligent and familiar with a specific subject.

88. Enjoys The Ride:

Smart leaders know that their journey is often more rewarding than their destination. Which is why they take the time to enjoy life and what they have already achieved because they know nothing can last forever. When you can enjoy the ride, you'll be amazed by what you can learn.

Effect Change

89. Improve lives around you:

Leaders working toward a brighter future want to share that future and its success with the people they care about. Leaders must act with generosity and gratitude by effecting positive change in the lives of the people around them.

90. Foster potential:

Improving the lives of people around you also means helping them become better people. Help other people grow by encouraging and fostering their potential both professionally and personally and help them learn from your experiences.

91. Belief that success is shared:

Great leaders believe that success is something to be shared with everyone because there is no "I" in team. When you share your success with others, you build loyalty, trust and admiration that enables you to push the success even further.

92. Help other succeed:

Giving is always more satisfying than receiving. Leaders find great pride in helping other people succeed and become leaders themselves. You need to be generous and make sure your team can share the organization's success as well as grow personally and professionally with your guidance.

93. Direction:

Great leaders know where they are going and how they are going to get there. They convey their mission clearly to followers and possess an unwavering drive that keeps them on track to their goals.

94. Challenge the process:

When leaders ignore the things as they are, there can be incredible breakthroughs and innovations. This is an essential part of achieving organizational growth. Smart leaders know how to productively challenge the process, find bottlenecks and make improvements.

95. Performance driven:

Leaders strive to make improvements and become better every single day. They know that there is always room for improvements that can be made to make themselves and their team more effective. Great leaders are driven by performance and the desire to see how far they can take it.

96. Servant/Service:

While it may seem counterintuitive, the best leaders often act more and serve by enabling their team to be great. As a leader, you have more resources at your disposal than the average person, it's important you share those resources with people in your organization.

97. Assertive:

It's important to make sure your voice is heard as a leader, but in a constructive, helpful way. You need to get your point across clearly, and involve your self in the day-to-day operations of key team members. Look out for opportunities to collaborate and trust your team to make important decisions.

98. Independent:

This often refers to not depending on others, but a true leader knows how to collaborate with the right people while remaining resourceful when faced with a setback or roadblock on their own.

99. Conviction:

A firm belief in a cause can often be a driving force in a leader's ability effect change in the world. This deep faith often comes from being inspired and staying inspired throughout your journey. Fill spare time with inspirational articles, stories, etc. to keep your spark and obsession going.

100. Patience:

Smart leaders know not to expect results over night, whether it's a new marketing campaign or an entirely new group. Leaders know that patience is not about waiting around for results, it's about following through and executing the plan, not giving up when you face hurdles, working hard and learning how to enjoy the journey as much as the destination.

101. High-energy:

It takes a lot to affect the status quo. Leaders not only have high energy, but they know how to find and use their most productive time. Remember, working long hours doesn't always equal success because time is a finite resource. But energy can be fueled by staying healthy and active, passionate and positive about your work as well as establishing productive rituals.