

GROW YOUR INFLUENCE AS A LEADER

CHEATSHEET



“
*Influence is
what makes
the difference.*

THOMAS R. HARRIS



INTRODUCTION

Growing your influence is vital as a leader – whether you are a leader in a position, such as a manager, or whether you are leading without a position or specified authority. Influence is what makes the difference.

Below are key steps you can take to grow your influence. Just remember that leadership is a process – it takes time. Apply these consistently, and your influence will grow.

1. BE TRUSTWORTHY (ACT WITH INTEGRITY)

If people can't trust you, why would they follow you? Be a person of integrity that others can trust. Do what you say you are going to do. Speak the truth. Be a person who does what is right even when no one is looking.

2. TRUST YOUR TEAM

Show trust toward your team. If you feel like you must micromanage and control them because you don't trust them, that will only hurt you in the long run, in multiple ways.

3. BUILD RELATIONSHIPS WITH YOUR TEAM (AND CARE ABOUT THEM)

Get to know your team and those you want to influence. Care about them. Learn about them, their goals, and their dreams. If you don't care about your team and don't take the time to get to know them, your influence and leadership will be limited.

4. RESPECT THEM

Show respect. Treat them as people, as individuals, who have their own fears, hurts, dreams, and goals. Show courtesy and kindness.

5. BE COMPETENT AND ONE WHO GETS RESULTS

Without trust and relationships, this one won't help much. But, if you're building trust and relationships, and you show you are one who can make things happen, that will help build your influence.

 *"Be a person of integrity that others can trust. "*

~ THOMAS R. HARRIS

6. TAKE OWNERSHIP

As a leader, you are responsible for your actions and all that happens under you. Take ownership and responsibility. When you pass the blame to others or circumstances, it makes you look weak and hurts your influence. If you blame your team, it can hurt your influence even more.

7. ADMIT YOUR MISTAKES

Admit your mistakes. Admit when you goof up. Be honest. Others already see it. It just makes you look pathetic when you try to hide it. People respect you more when you own up to your mistakes.

8. ADMIT WHEN YOU DON'T KNOW

If you don't know something, say so. Ask. Learn. Leaders aren't meant to know everything. Good leaders listen more than they speak, ask questions, and if they don't know something, they ask instead of pretending.

9. PASS CREDIT TO THE TEAM

When your team does well and you accomplish a goal, don't take the glory. Pass it on to your team. That builds goodwill with your team and looks good on you as a leader.



"As a leader, you are responsible for your actions and all that happens under you."

~ THOMAS R. HARRIS

10. ASK FOR AND ACCEPT FEEDBACK

When people give you feedback, don't argue or get upset, tell them thank you. Listen and consider it. In fact, ask for it. Ask how to be better and improve.

11. SERVE YOUR TEAM

Leadership is not about you. It's not about your team serving you to accomplish your agenda, goals, or interests. It's about you serving your team to help them accomplish their work and the company's mission and goals.

12. BE ABOUT HELPING VS. "GETTING" YOUR TEAM

Your mentality should be about helping people, not catching them doing wrong. When you walk around and your team sees you, they shouldn't respond with fear but with the knowledge that you are there to help and support them.

13. KNOW AND HELP THEM ACCOMPLISH THEIR GOALS

Know what your team members' goals are. If possible, help them accomplish it. Show them how their goals align with business goals.

"Leadership is about you serving your team to help them accomplish their work and the company's mission and goals."

~ THOMAS R. HARRIS

14. GIVE THE BENEFIT OF THE DOUBT

It's easy to assume negative intentions. Don't. Assume the best. If someone messes up or comes across wrong, assume positive intent. Talk to them and address the "issue" with that mentality.

15. DOING THE "DIRTY" WORK WITH THEM

Don't be above certain work. Sometimes jumping in there with them and helping them get the work done can show you are with them and not above them.

16. LISTEN TO THEM (REALLY LISTENING)

Listening is a powerful tool. You can gain so much information for improvement and growth just by listening. It also helps your team feel heard and understood and cared for when you listen to them.

17. LISTEN TO THEIR IDEAS (AND IMPLEMENT WHAT IS GOOD)

Your team is likely full of ideas. Ask for and listen to their ideas. Implement what you can (especially if it's better than yours).

18. RECOGNIZE AND SHOW APPRECIATION

Recognize the accomplishments of those around you and show appreciation. Make that a habit.

"Know what your team members' goals are and help them accomplish it."

~ THOMAS R. HARRIS



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