



Brigham and Women's Hospital
Founding Member, Mass General Brigham

Setting Your Leadership GPS: 5 Steps to Leading Yourself and Others to Extraordinary Outcomes

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- Organizational and leadership psychologist.
- Leadership educator.
- Human-centered leadership and organizations enthusiast.
- Neuroscience nerd.



DISCLOSURES

I have no relevant financial relationships with ineligible companies.



Learning Objectives



Know the importance of being strategic about your professional and personal development and goals and of knowing your “Brand”.



Learn a process and receive tools to help you identify your professional development goals and create a plan to reach them.

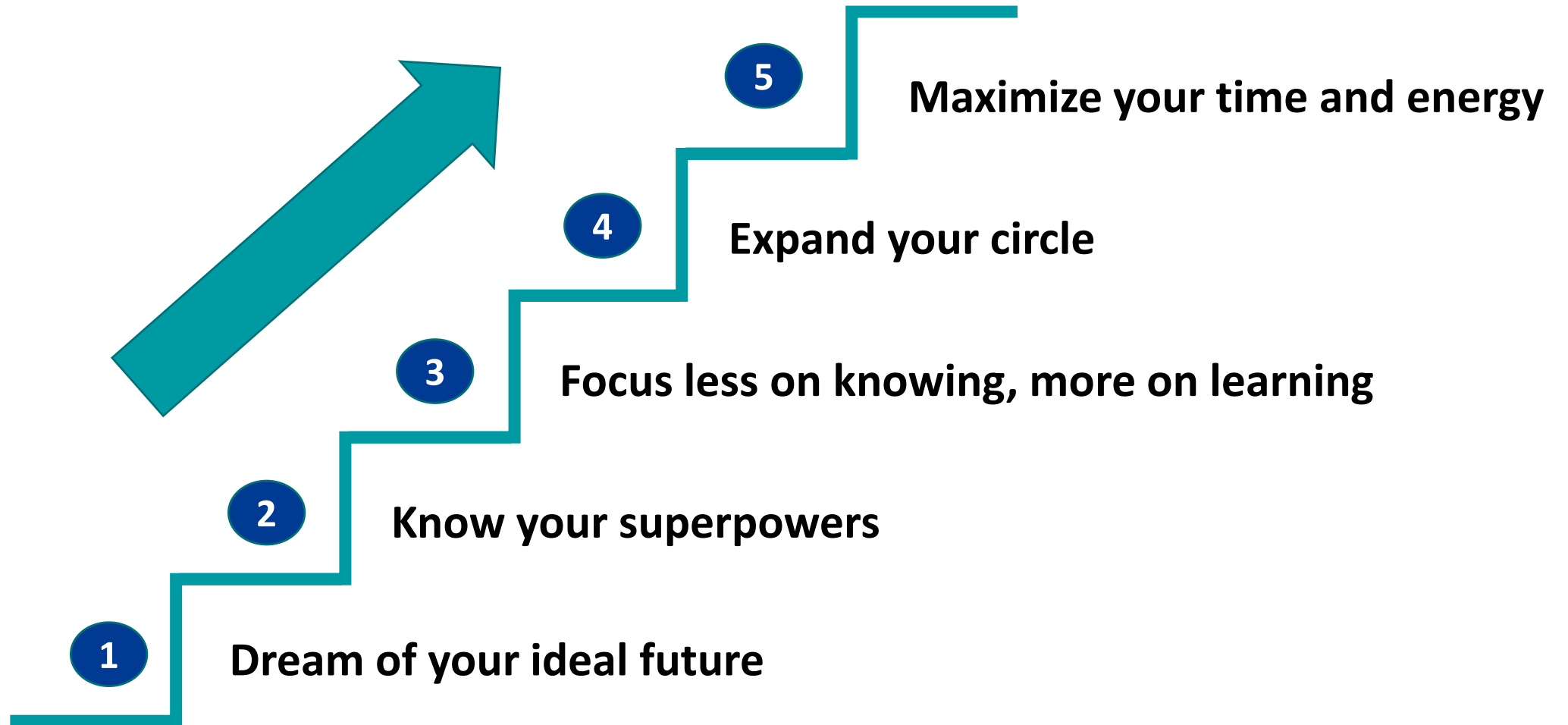


Understand how to show-up as your best self.

And this is how I felt....



5 Steps to Extraordinary Leadership



A hand holding a glass jar filled with stardust against a starry night sky. The jar is tilted, and a stream of glowing stardust is being poured out of the top, forming a shape reminiscent of the Milky Way galaxy. The background is a deep blue night sky filled with numerous stars.

Dream of Your Ideal Future

- **Reflect:**
 - What skills will you be using?
 - Who will you be with?
 - What is the difference you will be making for yourself and others?
 - How do you want to show up?
 - What will that ideal work-life synergy look like?
 - What will it get you to have all of that?
 - How will it *feel*?
- **Write it down and make it visible.**
- **Ignore “ya but,” “if only,” and “you can’t.”**

Know Your Superpowers

Purpose

Values

Character strengths

Technical skills

Core needs

**...and don't let your
superpower become your
kryptonite.**





“When you know your why, you have options for what your what can be. When you know your why, your what has more impact”

~Michael Jr., comedian

Focus Less on Knowing, More on Learning

- Set aside your expert persona
- Practice emotional intelligence
- Listen actively
- Create “rules of engagement”





*“People may not remember exactly
what you did, or what you said, but
they will always remember how you
made them feel.”*
~Maya Angelou





Expand Your Circle

- Cultivate your Personal Advisory Board
- Be intentional and considerate
- Make it easy to help you
- Be open to feedback and taking risks
- Reciprocate
- Stay in touch

Your Big Rocks



Maximize Your Time and Energy

- Get clear on your big rocks.
- Record and schedule everything.
- Keep your values, strengths and goals visible.
- Manage your mindset.
- Say no.





Practice Self Care

- The basics: sleep, food, exercise
- Build mental and emotional renewal into your day
- Set boundaries
- Manage your energy not your time
- Practice self-compassion

The Art of Saying “No”

Helpful Phrases for Saying "No"

- I can't give you an answer right now, will you check back with me?
- I want to, but I'm unable to.
- I'm not able to commit to that right now.
- I really appreciate you asking me, but I can't do it.
- I understand you really need my help, but I'm just not able to say yes to that. I'm so sorry.
- I'm going to say no for now. I'll let you know if something changes.
- I'm honored that you would ask me, but my answer is no.”
- No, I can't do that, but here's what I can do . . .
- I just don't have that to give right now.”

©2013 Julie de Azevedo Hanks from The Burnout Cure: An Emotional Survival Guide For Overwhelmed Women • JulieHanks.com

Harvard Business Review Resources

Work Speak: How to Say “No” to Extra Work:

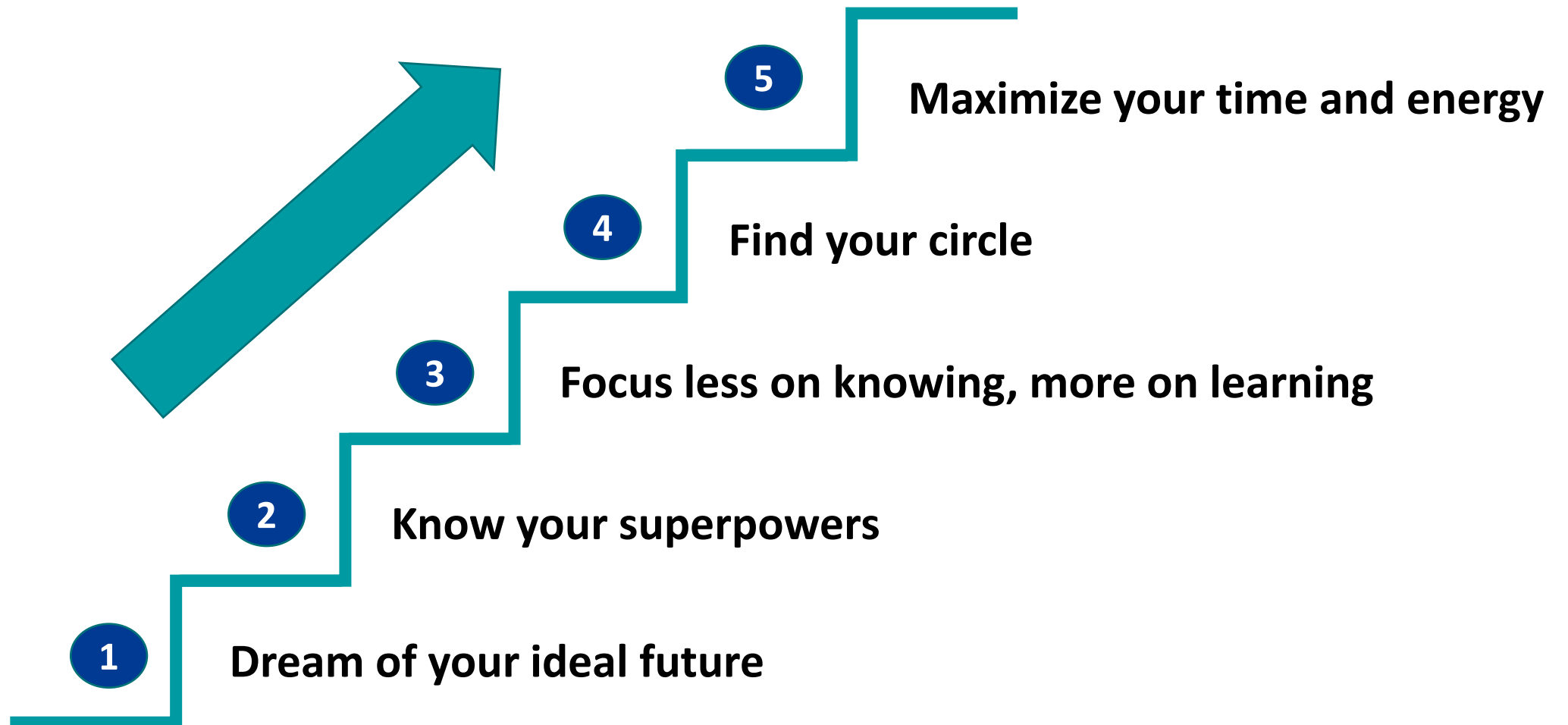
<https://hbr.org/2023/04/work-speak-how-to-say-no-to-extra-work>

How to Say “No” After Saying “Yes”: <https://hbr.org/2021/09/how-to-say-no-after-saying-yes>

Video - How to Say No at Work:

<https://www.youtube.com/watch?v=JrX7yT4gNWA>

5 Steps to Extraordinary Leadership



Discussion

Questions?

Reactions?

Thoughts?





Goal Setting

Action	Probability of Achieving the Goal
Verbally mention a goal	4%
Write down the goal	40%
Write it down and start to develop a plan to achieve the goal	60%
Do all of the above and add timeframe and person to monitor progress	90%



Take Action

- Which of the five steps do you think will have the most impact for you?
- What is one step you might take for yourself (or your team or your family)?
- What barriers do you anticipate?
- What will it take to overcome those barriers?



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Let's Connect!



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A hammer and a wrench are positioned diagonally across the left side of the image, resting on a dark, textured wooden surface. The hammer has a black handle and a metal head. The wrench is silver and open. The title 'Tools and Resources' is written in large, white, sans-serif font over the tools.

Tools and Resources

- **Websites/Videos/TED Talks**

- Life Values Inventory Tool: <http://www.lifevaluesinventory.org>
- VIA the Character of Life Video: <https://www.youtube.com/watch?v=BdQRECe37K0&feature=youtu.be>
- VIA Character Strengths Assessment: <https://www.viacharacter.org/survey>
- Tasha Eurich TED Talk - Increase Your Self-Awareness With One Simple Fix: https://www.ted.com/talks/tasha_eurich_increase_your_self_awareness_with_one_simple_fix/transcript?language=en
- Simon Sinek TED Talk - How Great Leaders Inspire Action: https://www.ted.com/talks/simon_sinek_how_great_leaders_inspire_action?language=en

- **Apps**

- Organization: G Tasks, Reminders, Task List in Outlook
- Journaling: Day One Journal
- Daily Renewal: Headspace, Meditation Oasis, Insight Timer, Calm

- **Books**

- *Dare to Lead* by Brené Brown
- *True North* by Bill George
- *Conversational Intelligence* by Judith Glaser
- *The Leadership Challenge* by James Kouzes and Barry Posner
- *Radical Listening: The art of True Connection* by Christian van Nieuwerburgh and Robert Biswas-Diener
- *Resonant Leadership* by Richard Boyatzis and Annie McKee
- *Manage Your Day to Day*, edited by Jocelyn K. Gleib
- *Radical Candor* by Kim Scott

**The power of the 5
steps...**





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