

## **Jeff Zients' Leadership Tips**

- 1 - **Discuss.** Text and email obfuscate precision. Get face to face.
- 2 - **The 7-minute meeting.** Short memos in advance of meetings are key to efficient discussion and decision-making.
- 3 - **Don't "admire the problem.** When something is troubling you, don't fret or deny it. Dive into it — it only gets better.
- 4- **Execute, execute, execute.**
- 5- **Face into it.** The more you face problems and solve them, the calmer and wiser you grow.
- 6 - **Build the team.** "Build and invest in a team of smart, diverse, and low-ego people who have other's backs.
- 7- **Keep it sunny.** Leaders bring optimism coupled with a credible plan to get things done or solve the problem.

**Source:** <https://shorturl.at/M3ATj>