

# 12 Disciplines *you must* master to lead at the next level





**1**

# Create visibility into your team's work

## **Don't**

Assume your boss  
knows what you do

## **Do this**

Send weekly "wins +  
roadblocks" updates



**2**

# **Design processes before you need them**

**Don't**

Wait until chaos hits  
to create structure

**Do this**

Build your  
meeting rhythms and  
decision trees now



**3**

# **Become a translator between levels**

## **Don't**

Pass messages up  
and down unchanged

## **Do this**

Convert strategy to  
tactics (down), and  
tactics to impact (up)



4

# **Track leading indicators, not just results**

## **Don't**

Wait for quarterly numbers

## **Do this**

Monitor team morale,  
pipeline, & skill gaps  
weekly



**5**

## **Schedule regular skip-level conversations**

### **Don't**

Rely only on your direct reports for intel

### **Do this**

Meet with their teams monthly for unfiltered feedback



6

# Build redundancy into critical functions

## Don't

Let key knowledge live in one person's head

## Do this

Document processes and cross-train on essential skills





7

# **Anticipate resource needs 2 quarters ahead**

## **Don't**

Wait until you're  
drowning to ask for help

## **Do this**

Present staffing requests  
with a business case and  
timeline





8

# Create feedback loops with internal customers

## Don't

Assume other departments are happy

## Do this

Schedule quarterly check-ins with key stakeholders



9

# Establish clear escalation protocols

## Don't

Make your team guess when to involve you

## Do this

Define exactly what needs your input vs. approval



**10**

# **Communicate your team's value**

**Don't**

Just describe what you do

**Do this**

Describe what it enables  
for the business



# 11

## Build early warning systems for problems

### Don't

Let small issues become crises

### Do this

Create safe ways to flag concerns early



**12**

# **Invest in your successor from day one**

**Don't**

Wait until you're promoted

**Do this**

Identify and mentor  
your replacement now



**You can't just work  
harder to succeed  
anymore.**

You have to work  
differently.



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**Stephanie  
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Founder & CEO

