# 11 Habits of leaders who quietly outperform







Use jargon and corporate speak



Write emails like you're explaining to a friend

- \* Jargon kills clarity and trust.
- \* Clear, direct writing earns fast yeses.

### Do this tomorrow

Replace one buzzword in your next email with plain English.



### 2 Share What You Know



Hoard information to feel powerful



Teach others what you've learned

- \* Hoarding info doesn't build power.
- \* Top performers build respect... and teams.

### Do this tomorrow

Share one useful insight with a colleague who could benefit from it.



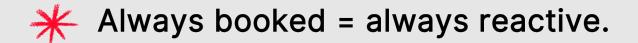
### Protect Your Thinking Hours



Fill every calendar slot



Block time for strategic thinking



\* White space is sacred, not lazy.

#### Do this tomorrow

Block 2 hours on your calendar and label it "Strategic Thinking."



### Don't Answer Right Away



Rush to respond immediately



Take time to think before responding



\* "Let me think" is a power move.

#### Do this tomorrow

Next time someone asks for an immediate answer, say: "Let me think on this and get back to you by [specific time]."



### 5 Spot What's Missing



Only fix the squeaky wheel



Build what doesn't exist yet

- \* Most people fix what's broken.
- \* Top performers notice what's ignored.

#### Do this tomorrow

Ask yourself: "What's the gap no one else is addressing?"



### 6 Make It Simple



Use complexity to sound smart



Simplify until anyone can understand

- ★ Complexity ≠ credibility.
- \* Simplicity = trust + speed.

#### Do this tomorrow

Explain your current project to someone outside your industry. If they're confused, simplify it.



### 7 Seek Hard Feedback



Avoid uncomfortable conversations



Chase down honest input



\* Top performers chase it down, and grow.

### Do this tomorrow

Ask one person this week: "What's one thing I could do differently?"



### Manage Energy, Not Hours



Confuse busy with effective



Recharge to stay sharp

- ★ Busy ≠ effective.
- \* Top performers recharge to stay sharp.

### Do this tomorrow

Identify your peak energy hours and protect them for your most important work.



# 9 Invest in Visibility



Assume great work speaks for itself



Build networks that amplify your impact

- \* Great work isn't always seen.
- \* Top performers build networks that open doors.

### Do this tomorrow

Reach out to one person whose work you respect. Ask them about their current challenges.



### 10 Ignore Fake Urgency



React to every ping and request



Prioritize impact over inbox speed

- ★ Inbox zero ≠ strategic value.
- \* Top performers prioritize impact, not ping speed.

#### Do this tomorrow

Before responding to your next "urgent" request, ask: "Is this truly urgent or just immediate?"



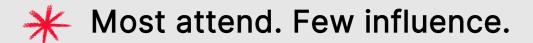




Just attend meetings



Use meetings to lead, not report



\* Top performers use meetings to drive outcomes.

### Do this tomorrow

In your next meeting, ask one question that changes the direction of the conversation.



Most leaders chase the spotlight.

The best ones create it for others.



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