

# 11 Habits of leaders who quietly outperform





# Write Like You Talk

## Don't

Use jargon and corporate speak



Jargon kills clarity and trust.



Clear, direct writing earns fast yeses.

## Do

Write emails like you're explaining to a friend

## Do this tomorrow

Replace one buzzword in your next email with plain English.



# 2

## Share What You Know

### Don't

Hoard information to feel powerful

### Do

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.



# 3

## Protect Your Thinking Hours

### Don't

Fill every calendar slot

### Do

Block time for strategic thinking

\* Always booked = always reactive.

\* White space is sacred, not lazy.

### Do this tomorrow

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



# 4

## Don't Answer Right Away

### Don't

Rush to respond immediately



Quick ≠ smart.



"Let me think" is a power move.

### Do

Take time to think before responding

### 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

### Don't

Only fix the squeaky wheel

### Do

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

### Don't

Use complexity to sound smart

### Do

Simplify until anyone can understand

\* Complexity  $\neq$  credibility.

\* Simplicity = trust + speed.

### Do this tomorrow

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





# Seek Hard Feedback

## Don't

Avoid uncomfortable conversations



Most avoid it.



Top performers chase it down, and grow.

## Do

Chase down honest input

## Do this tomorrow

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





# 8

## Manage Energy, Not Hours

### Don't

Confuse busy with effective

\* Busy ≠ effective.

\* Top performers recharge to stay sharp.

### Do

Recharge to stay sharp

### Do this tomorrow

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



# 9

## Invest in Visibility

### Don't

Assume great work speaks for itself

### Do

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.





# Ignore Fake Urgency

## Don't

React to every ping and request

## Do

Prioritize impact over inbox speed

\* Inbox zero  $\neq$  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?"



**11**

# Don't Just Show Up. Shape.

## Don't

Just attend meetings

## Do

Use meetings to lead, not report



Most attend. Few influence.



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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