



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

Reminders for Effective Leadership

1. Most people are good most of the time. Find that goodness in people and nurture it.
2. You will be about as happy as you decide to be. No one can ruin your day without your permission.
3. Whatever you decide you are willing to put up with is exactly what you will have.
4. Spend your time and energy creating, teaching and affirming, not finding fault.
5. Life is coming at us...it is not what was. Let go of yesterday's hurts and disappointments.
6. Leaders who laugh...last. Find the joy in where you are and what you do.
7. Life is a journey...not a destination. Live, love and learn every day.
8. There is no such thing as a secret. Do the right thing, always!
9. There is only one chance to make a favorable first impression.
10. Work hard and allocate time for health and nurturing relationships.
11. You impact others every day by what you say and do. Be a positive role model.
12. You cannot teach what you do not know. Be a lifelong learner.
13. Talk to people when you have a concern about their performance...not about them.
14. Learn how to communicate effectively with empathy, honesty and integrity.
15. Life's precious moments don't have value unless they are shared. Make friends and be a good friend. Cherish your family, friends and work associates.
16. Realize that you are not perfect and that is OK.
17. Identify your values and what will bring you happiness and fulfillment in life and work.
18. Learn how to deal effectively with differences in people and how to resolve conflict.