



APPLICATION GUIDE – JULY 2017

“How To Lead When You’re Not in Charge,” Part 1

BOTTOM LINE:

Anyone can leverage their influence, even when they lack authority.

KEY TAKEAWAYS:

- Everyone is in charge of something—something they are responsible for doing. As a person understands that responsibility, they have the potential to make it better by leveraging whatever influence they have within that responsibility.
- Leading Yourself
 - You don’t have to be in charge to take charge.
 - Take charge of your own development; leading yourself is your responsibility.
 - If you lead yourself well, you ensure that you’ll always be well led.
- Choosing Positivity
 - The greatest thing you can bring to your team is not your education, experience, insight, or ideas. The greatest thing you can bring to your team is the energy of a positive attitude.
 - Positivity is powerful and adds value.
 - When leading without authority, these two questions will define your approach:
 - Not helpful: “How can I lead when I don’t have all the authority I need?”
 - Helpful: “How should I lead with the opportunity I have?”

QUESTIONS FOR REFLECTION OR TEAM DISCUSSION:

1. What am I in charge of, and how can I create an “oasis of excellence” for those areas?
2. How well am I leading myself? In what ways can I better lead myself?
3. How can I improve my attitude toward projects that I have not had a chance to weigh in on, but for which I am responsible?

RESOURCES MENTIONED:

How To Lead When You’re Not in Charge by Clay Scroggins
The Advantage by Patrick Lencioni