



Self-Evaluation of the Attributes of an Ideal Leader.

DO I POSSESS THE ATTRIBUTES OF AN IDEAL LEADER?

Leaders rarely get to evaluate themselves. Below is your opportunity to take a brief look in the mirror. Take a few moments and give yourself an honest response as to your present skill level.

I just gave you the leadership traits list – and you were shaking your head and nodding like mad.

Now here's your opportunity to get from "I know that" to "How good am I at that?"

This is a self-evaluation of the attributes that can make you or break you. To the right of each statement below, circle the number that best defines you.

(1=never, 2=rarely, 3=sometimes, 4=regularly, 5=all the time)

- I lead (manage) by example.** 1 2 3 4 5
- I have and maintain a positive attitude.** 1 2 3 4 5
- I set and achieve goals together with my team.** 1 2 3 4 5
- I take inquiry calls.** 1 2 3 4 5



- I make calls and attend meetings with my staff. 1 2 3 4 5
- I make phone call follow-ups to customers. 1 2 3 4 5
- I take some customer complaint calls. 1 2 3 4 5
- I make calls to lost customers. 1 2 3 4 5
- I make customer thank you calls after a sale. 1 2 3 4 5
- I call or visit loyal customers with my salespeople. 1 2 3 4 5
- I use reports that give me productive information. 1 2 3 4 5
- I check on reports periodically. 1 2 3 4 5
- I ask for feedback. 1 2 3 4 5
- I put feedback into action. 1 2 3 4 5
- I back my staff. 1 2 3 4 5
- I give positive feedback to my staff on a regular basis. 1 2 3 4 5
- I encourage rather than reprimand. 1 2 3 4 5
- If I must reprimand, I do it in private. 1 2 3 4 5
- I don't play favorites. 1 2 3 4 5



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|--------------------------|--|----------|----------|----------|----------|----------|
| <input type="checkbox"/> | I'm inspirational. | 1 | 2 | 3 | 4 | 5 |
| <input type="checkbox"/> | I offer rewards/give awards for exceptional work. | 1 | 2 | 3 | 4 | 5 |
| <input type="checkbox"/> | I make my office a fun place to work. | 1 | 2 | 3 | 4 | 5 |
| <input type="checkbox"/> | I follow through and get the job done. | 1 | 2 | 3 | 4 | 5 |
| <input type="checkbox"/> | I recognize the opportunity to improve or serve. | 1 | 2 | 3 | 4 | 5 |
| <input type="checkbox"/> | I train, train, train. | 1 | 2 | 3 | 4 | 5 |
| <input type="checkbox"/> | My turnover is low. | 1 | 2 | 3 | 4 | 5 |
| <input type="checkbox"/> | I have fun! | 1 | 2 | 3 | 4 | 5 |
| <input type="checkbox"/> | I don't manage anyone except myself. | 1 | 2 | 3 | 4 | 5 |

NOW GO BACK: Check the box to the left of any attribute where you circled a 1, 2, or 3. Use the checked box statements to construct your personal game plan by creating an action plan for how you will master each of the attributes you need to improve on.

IF YOU'RE SERIOUS ABOUT ACHIEVING LEADERSHIP

SUCCESS: I recommend you post this self-evaluation someplace where you can see it every day.

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