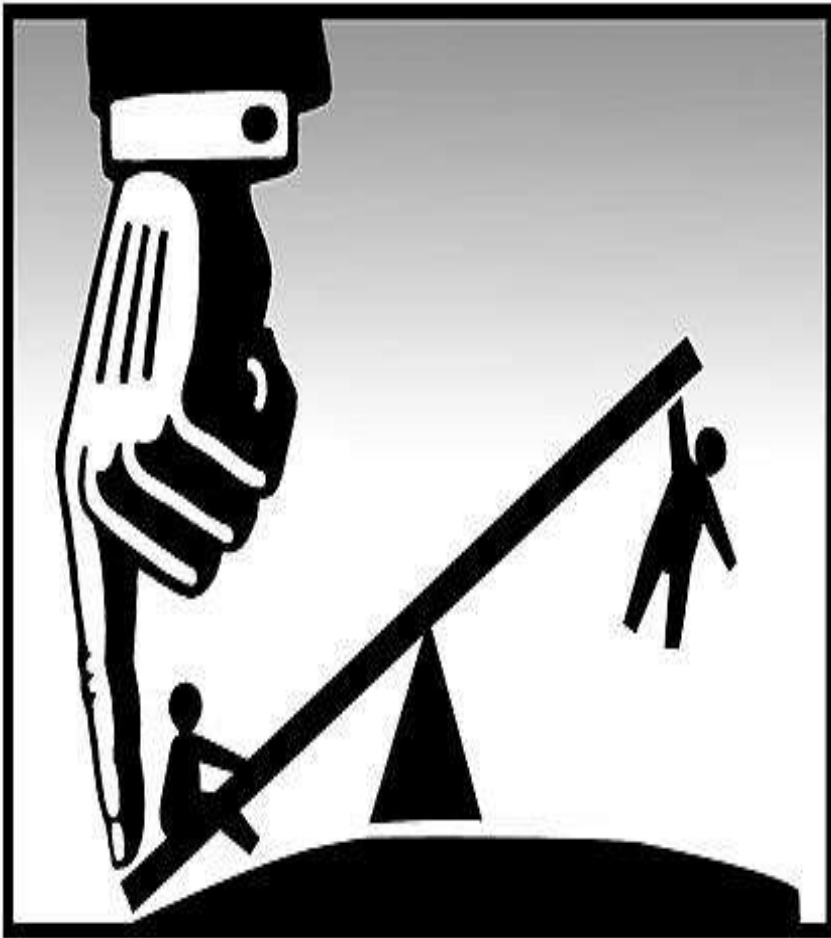


Leadership Advice to give you a Leadership Advantage



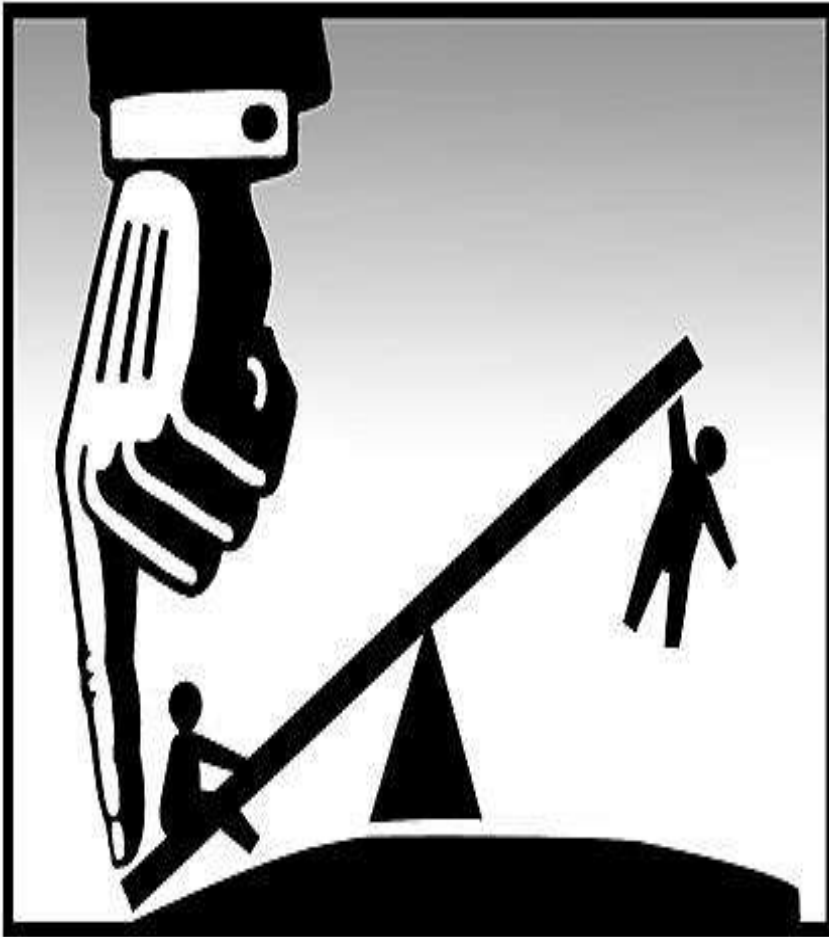
- **By Bert L. Jones**
- President of GO InterNational

Leadership Advice to give you a Leadership Advantage



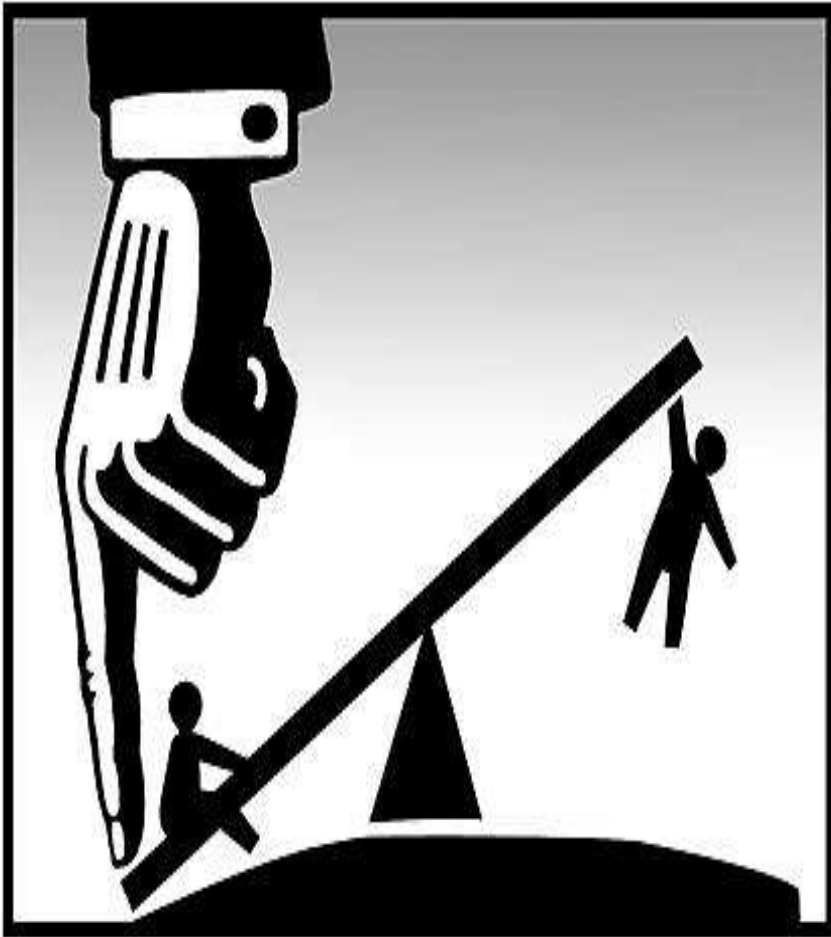
#1 Develop a DO LIST each and every day and then DO IT. (The use of a daily planner is helpful in this process)

Leadership Advice to give you a Leadership Advantage



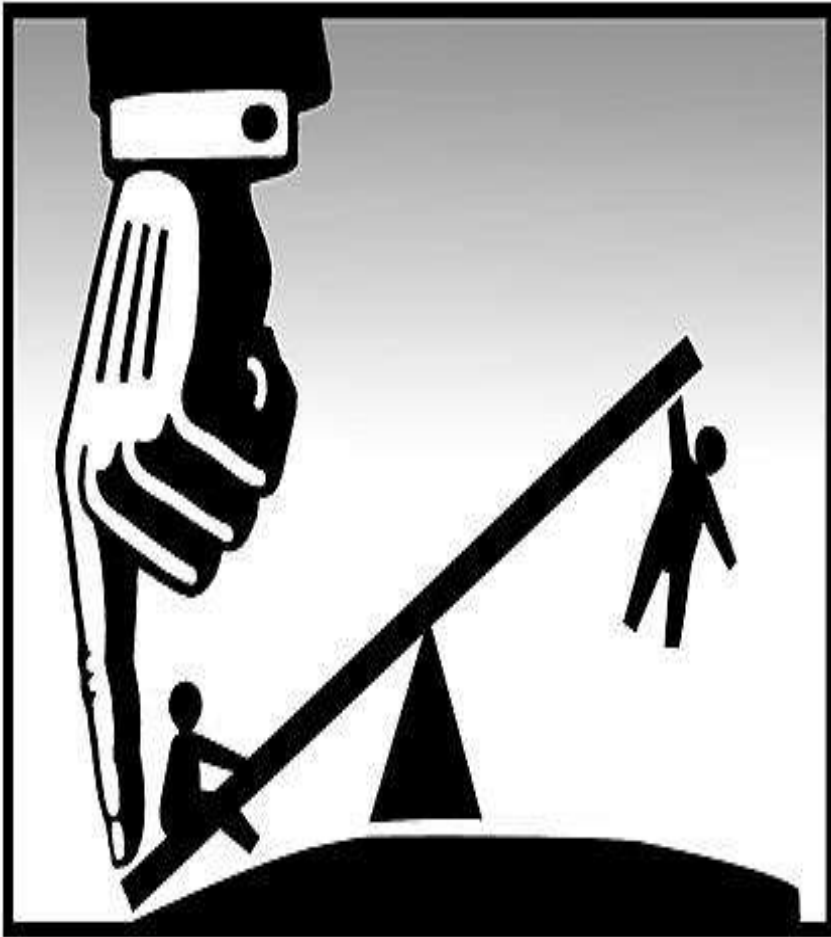
#2 Learn how to manage your time wisely. Develop a reputation for being ON TIME. Develop a punctuality mentality.

Leadership Advice to give you a Leadership Advantage



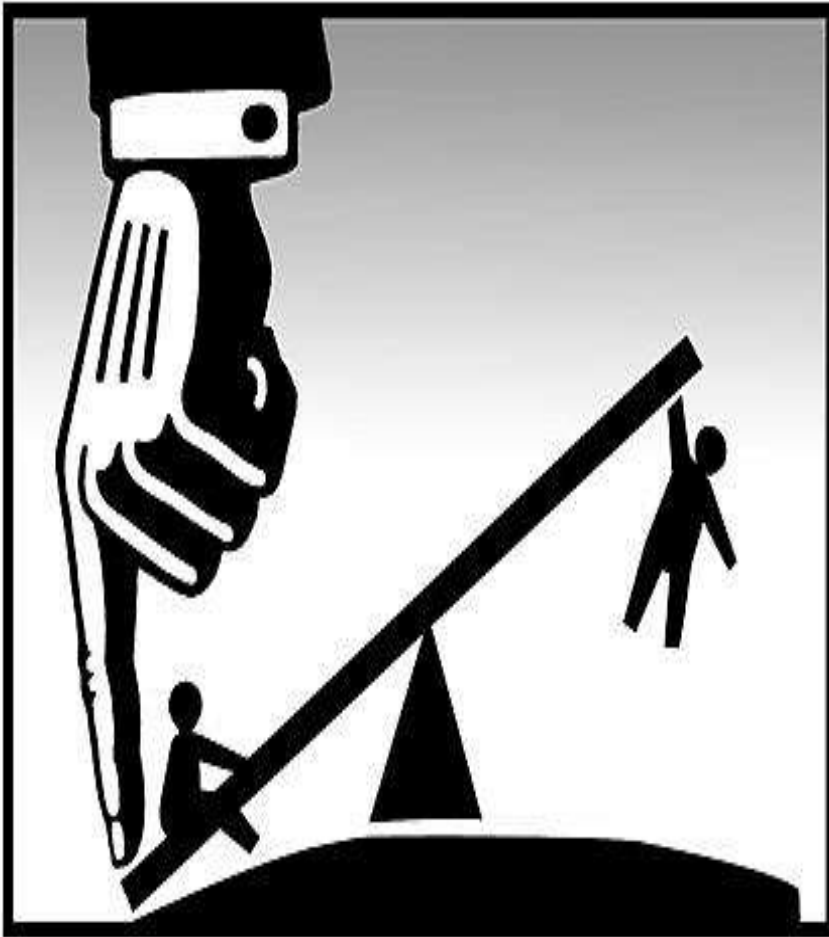
#3 Take the time to develop systems that can make you successful.

Leadership Advice to give you a Leadership Advantage



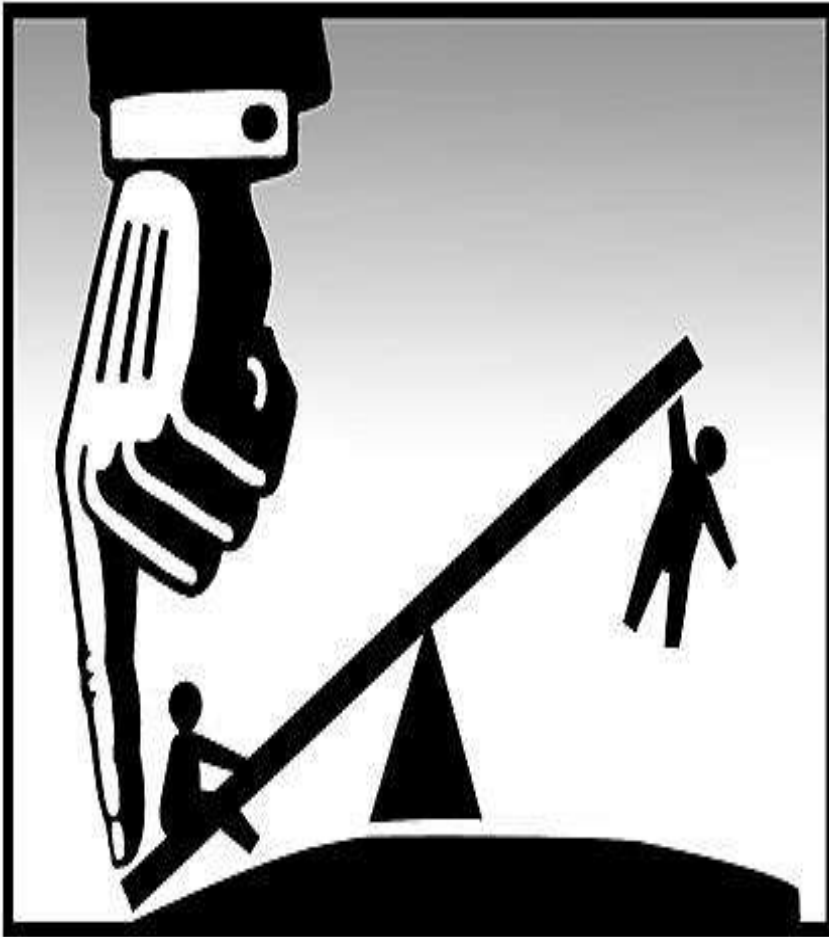
#4 Give as much attention to substance as you do to appearance. Appearance can gain attention but only substance will retain it.

Leadership Advice to give you a Leadership Advantage



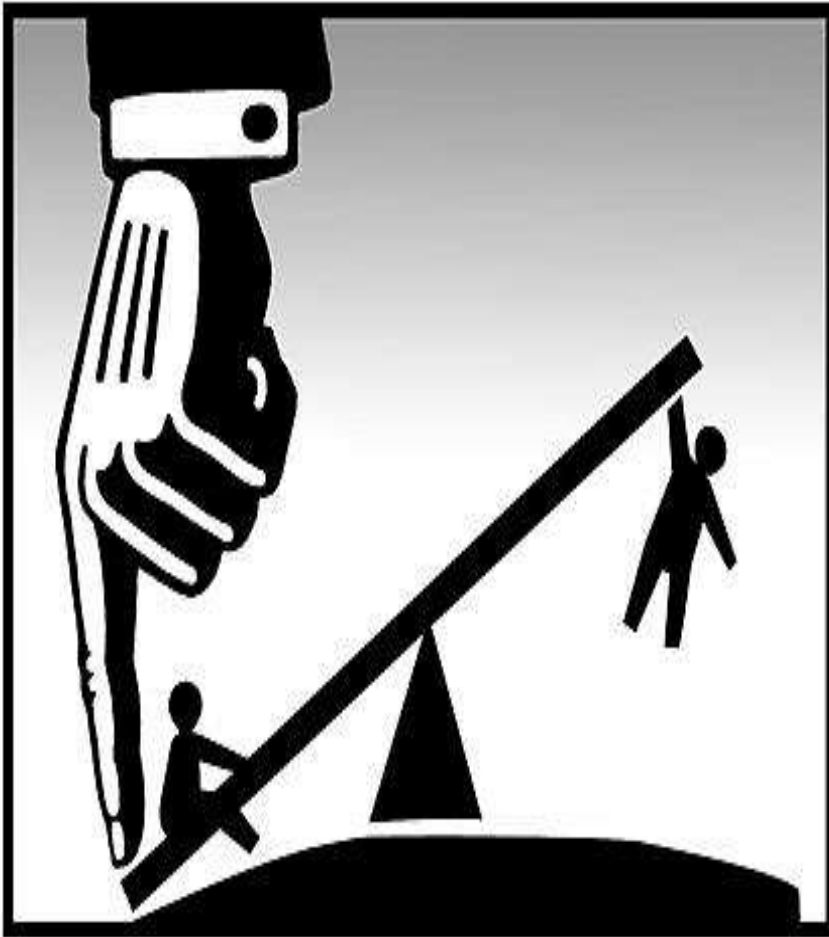
#5 Acknowledge and answer emails, phone calls and other communications in a timely manner.

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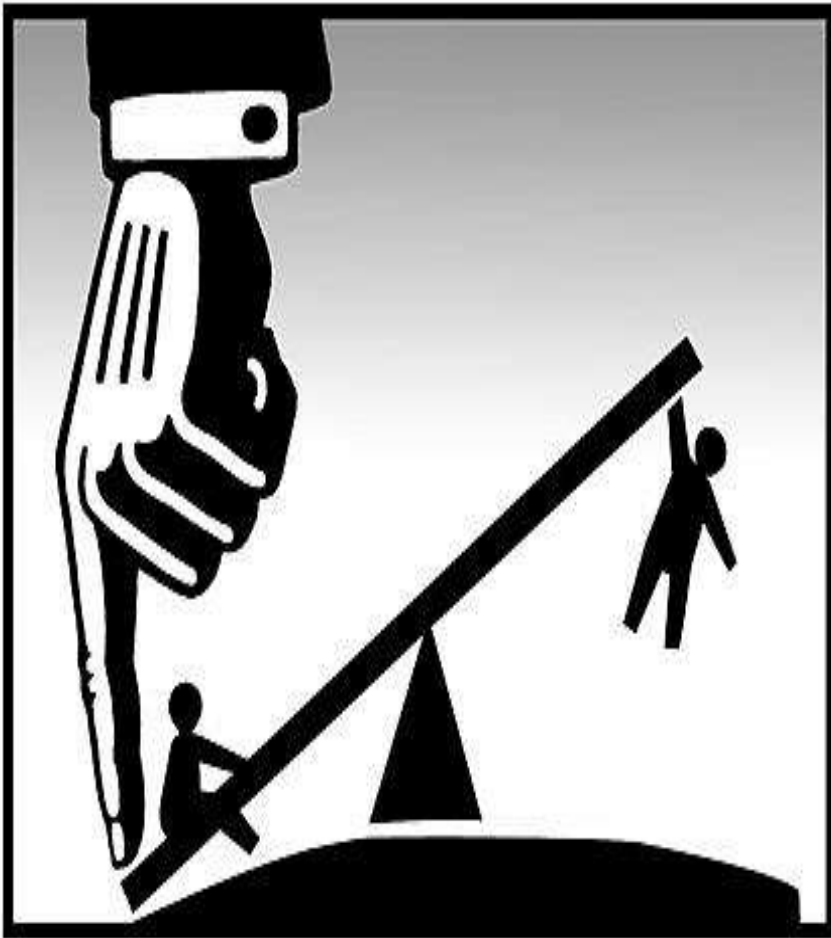
#6 You can never underestimate the net worth of a good network. So be careful to be a bridge builder rather than a bridge burner.

Leadership Advice to give you a Leadership Advantage



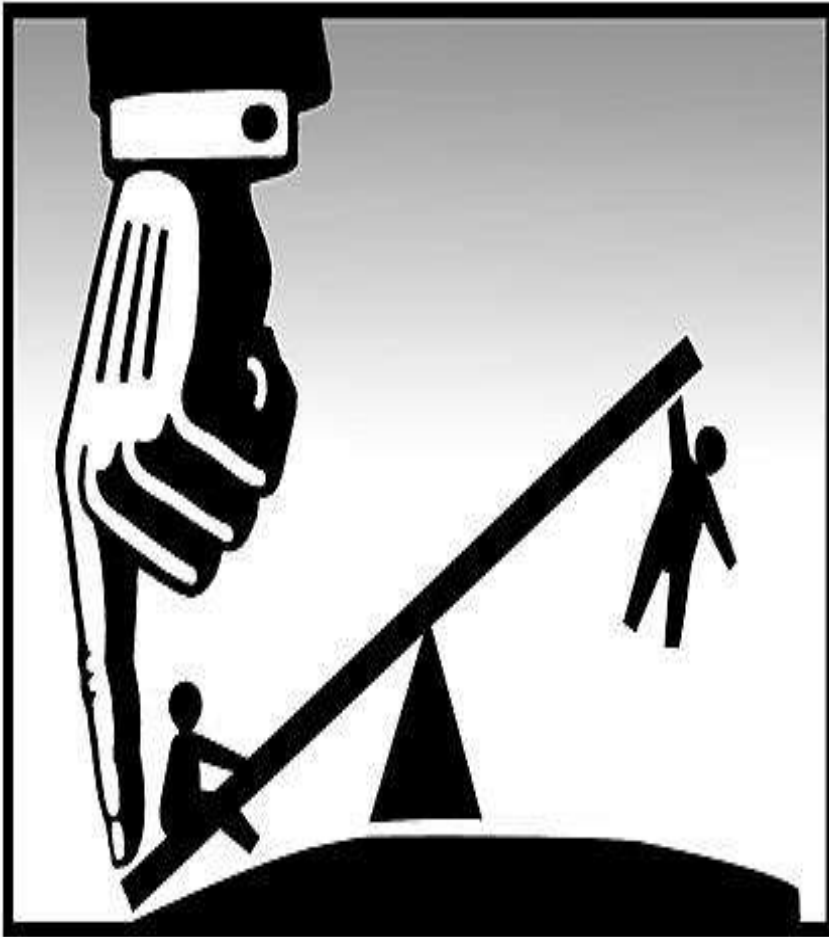
#7 Never go anywhere without a notebook. Get in the habit of writing ideas, insights and information down immediately. Record it and it will be remembered.

Leadership Advice to give you a Leadership Advantage



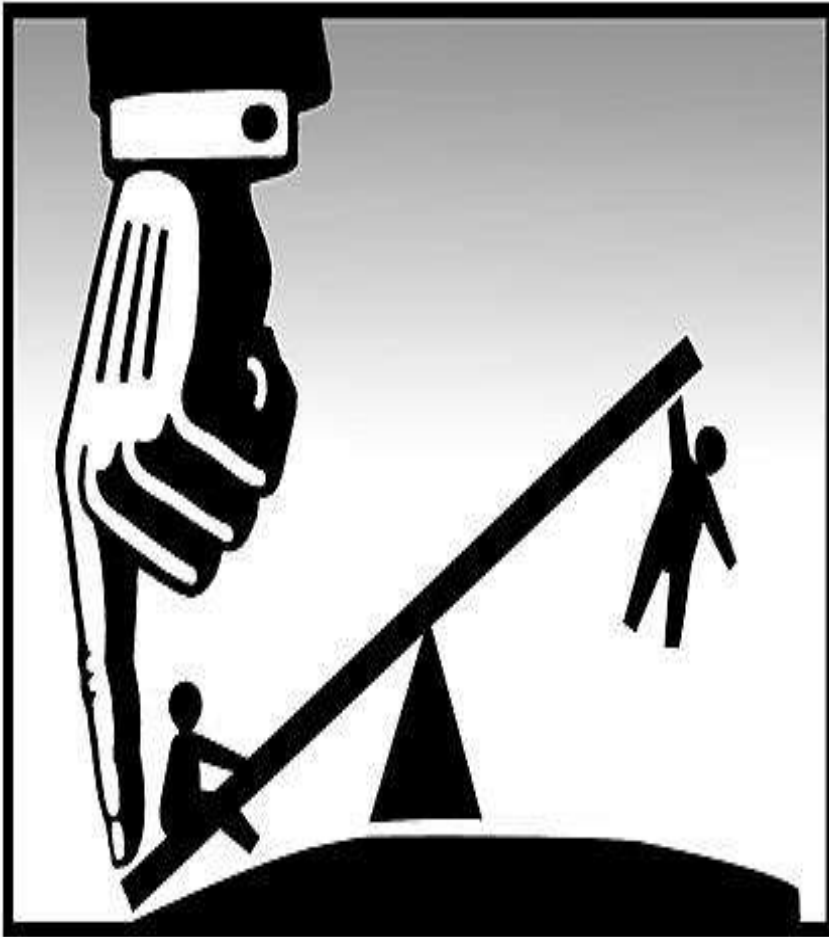
#8 Meet and if possible beat due dates and deadlines.

Leadership Advice to give you a Leadership Advantage



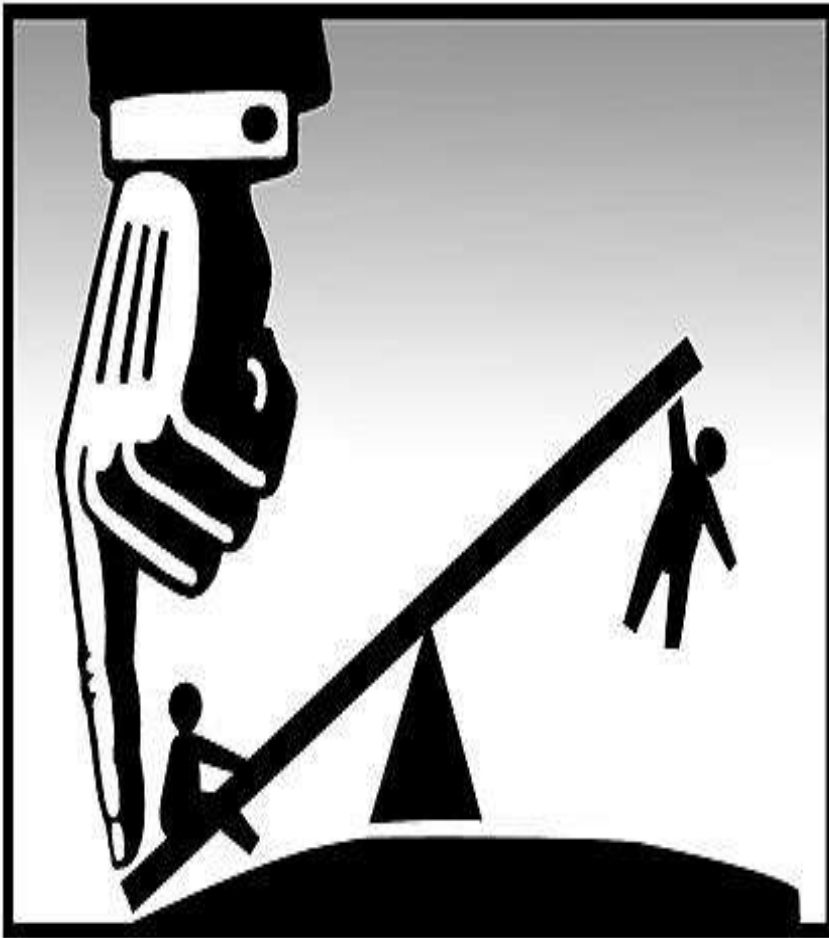
#9 Develop a personal growth plan. Be intentional about the ways you intend to grow as a leader.

Leadership Advice to give you a Leadership Advantage



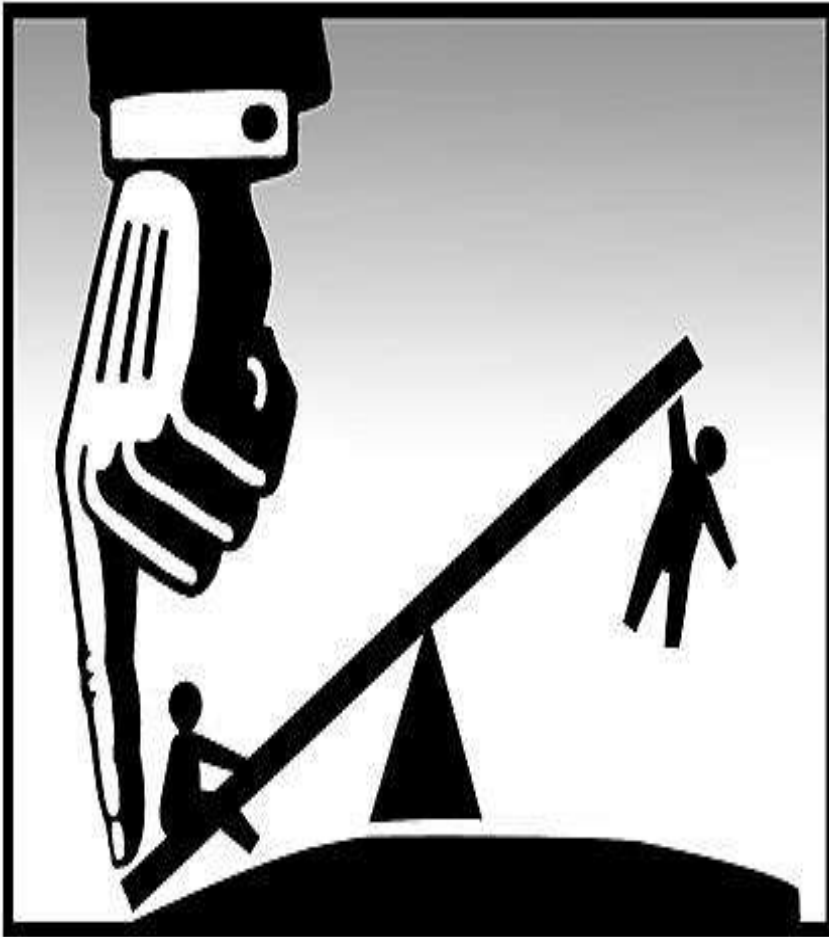
#10 Show genuine appreciation and say THANK YOU for everything.

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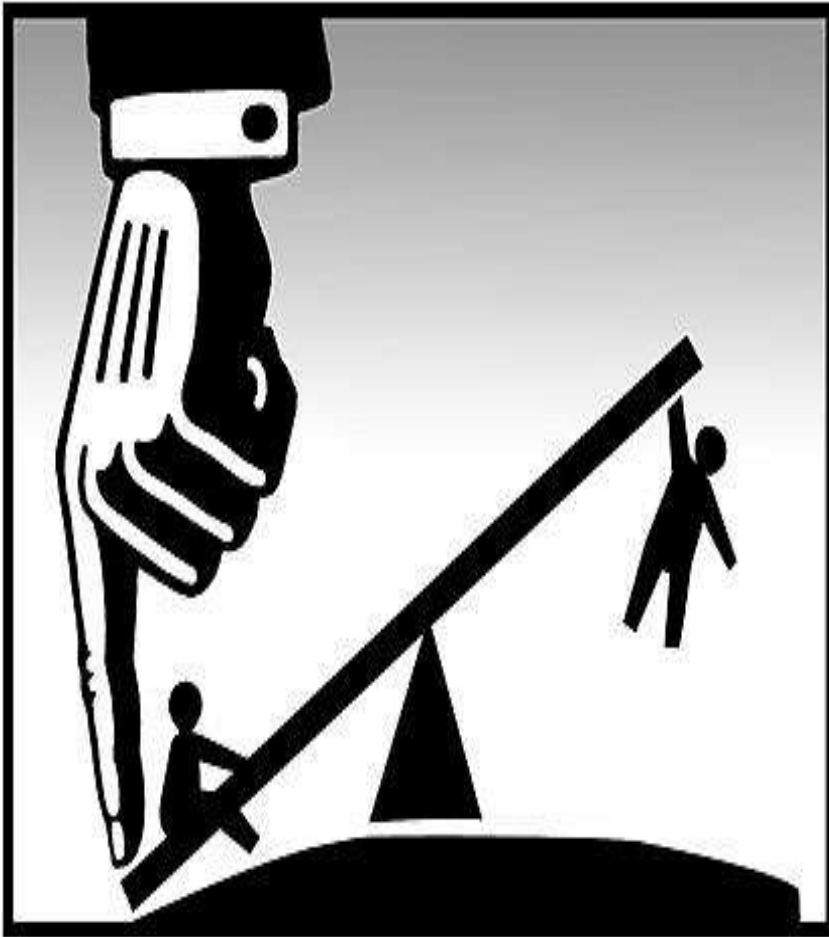
#11 Lead with the same standard and intensity regardless of the size of the leadership opportunity.

Leadership Advice to give you a Leadership Advantage



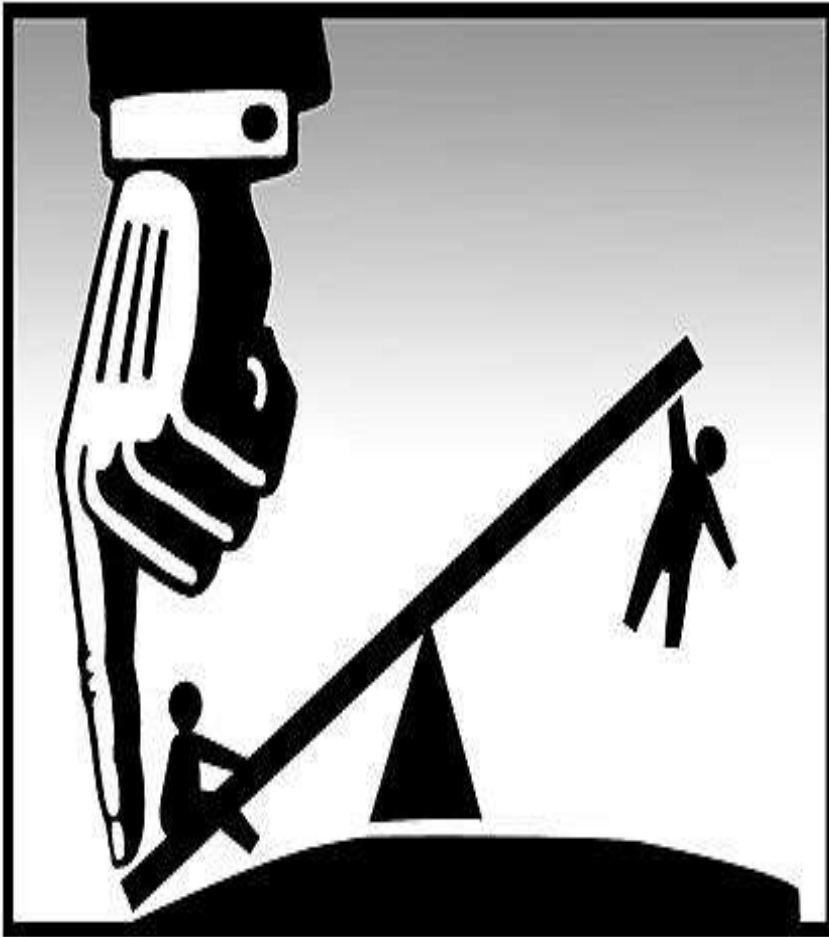
#12 Keep your office and desk clean. A cluttered desk is a good indication of a disorganized leader.

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#13 Always seek the advice and counsel of wise and trusted leaders before you advance a decision.

Leadership Advice to give you a Leadership Advantage



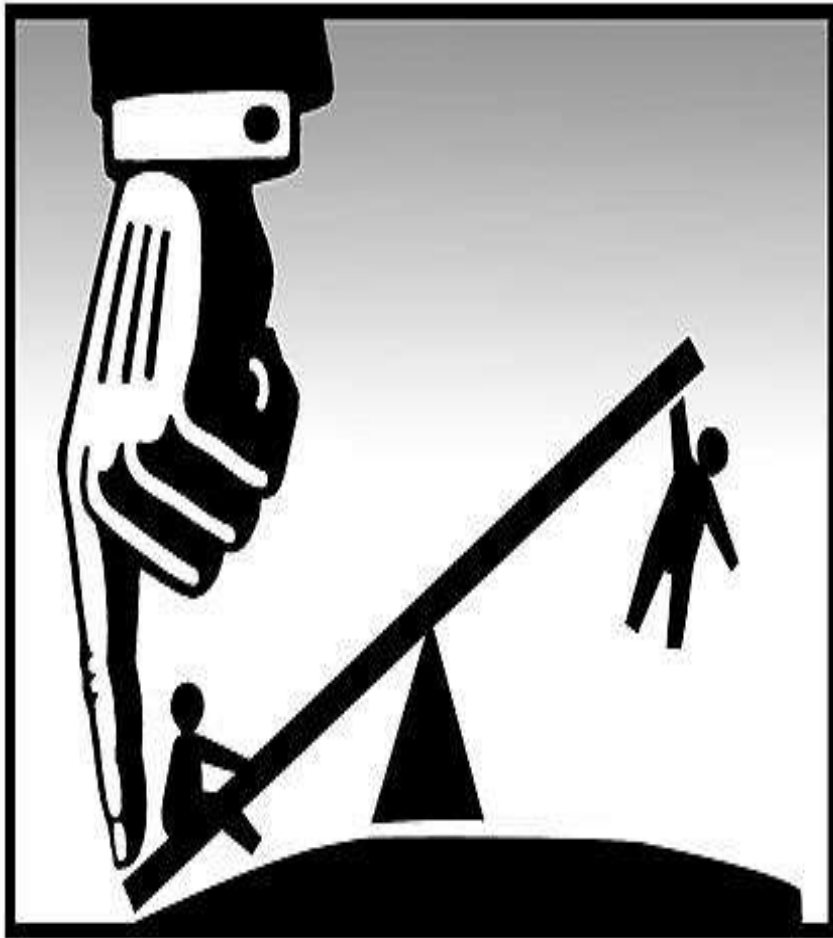
**#14 Evaluate
EVERYTHING
YOU DO. Look
for ways to
improve it or
remove it.**

Leadership Advice to give you a Leadership Advantage



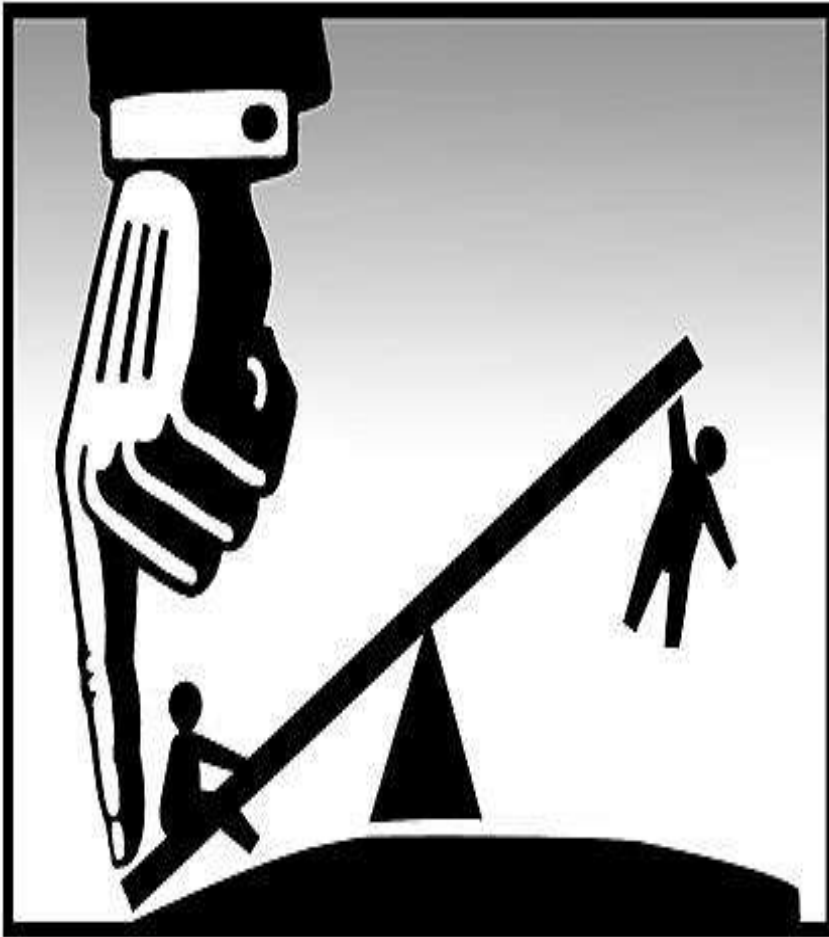
**#15 Exceed
expectations.
(Go the extra
mile)**

Leadership Advice to give you a Leadership Advantage



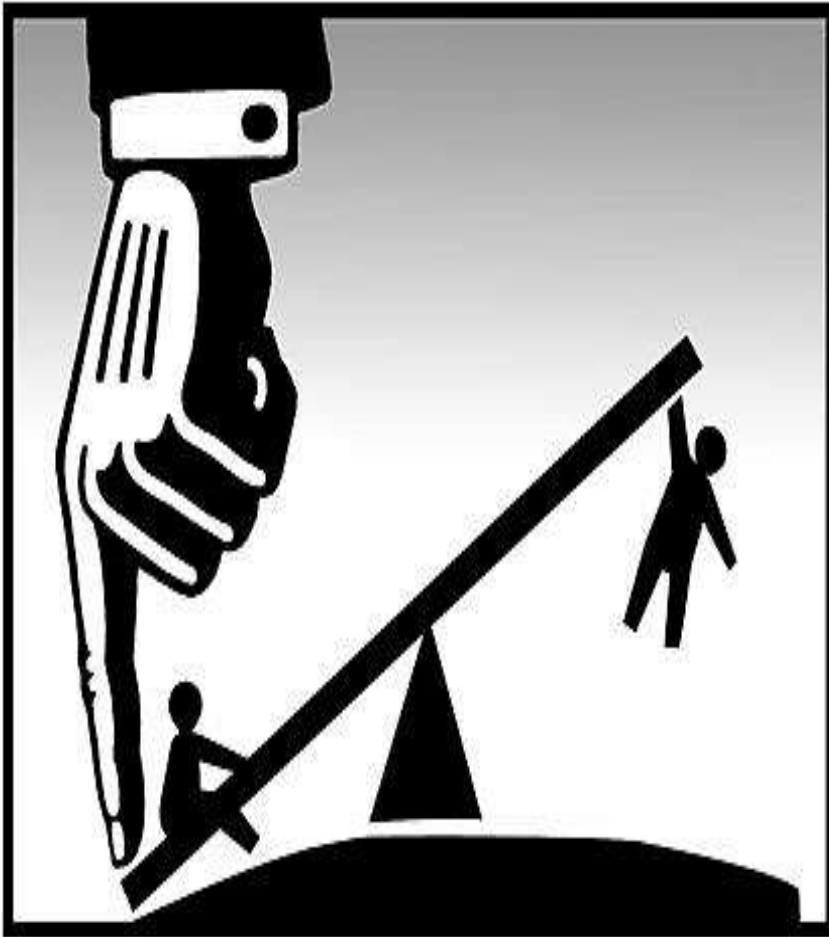
**#16 Whatever you
do—do with
EXCELLENCE.**

Leadership Advice to give you a Leadership Advantage



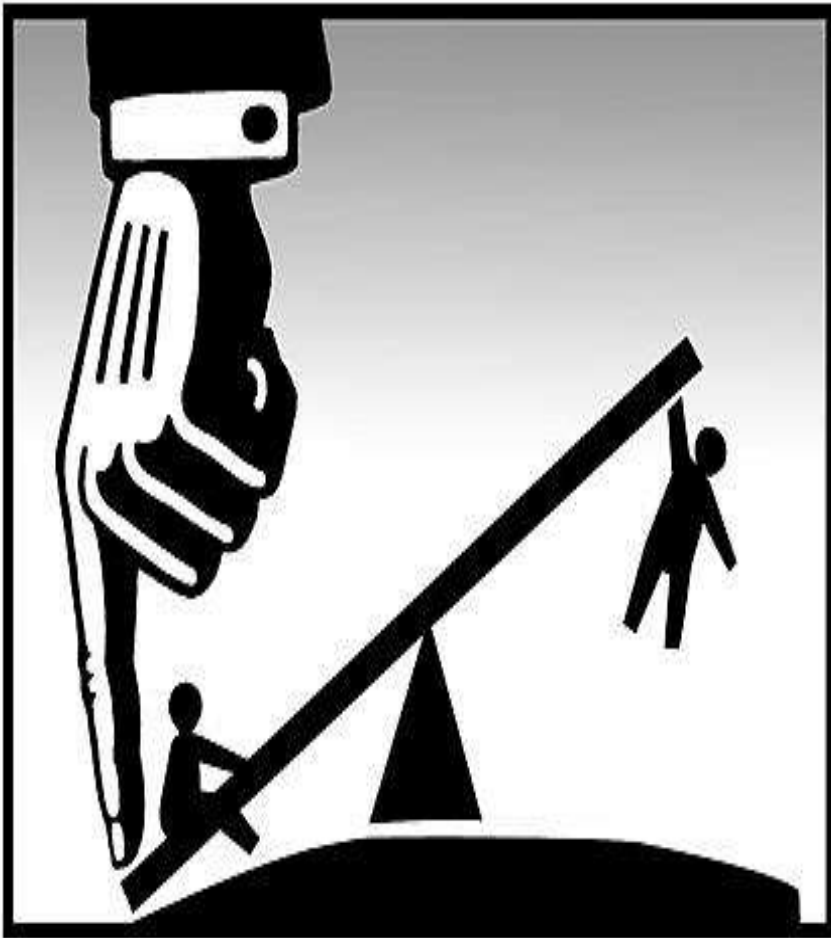
#17 Keep your word. There's too much at stake when you break a promise. Don't promise what you cannot perform.

Leadership Advice to give you a Leadership Advantage



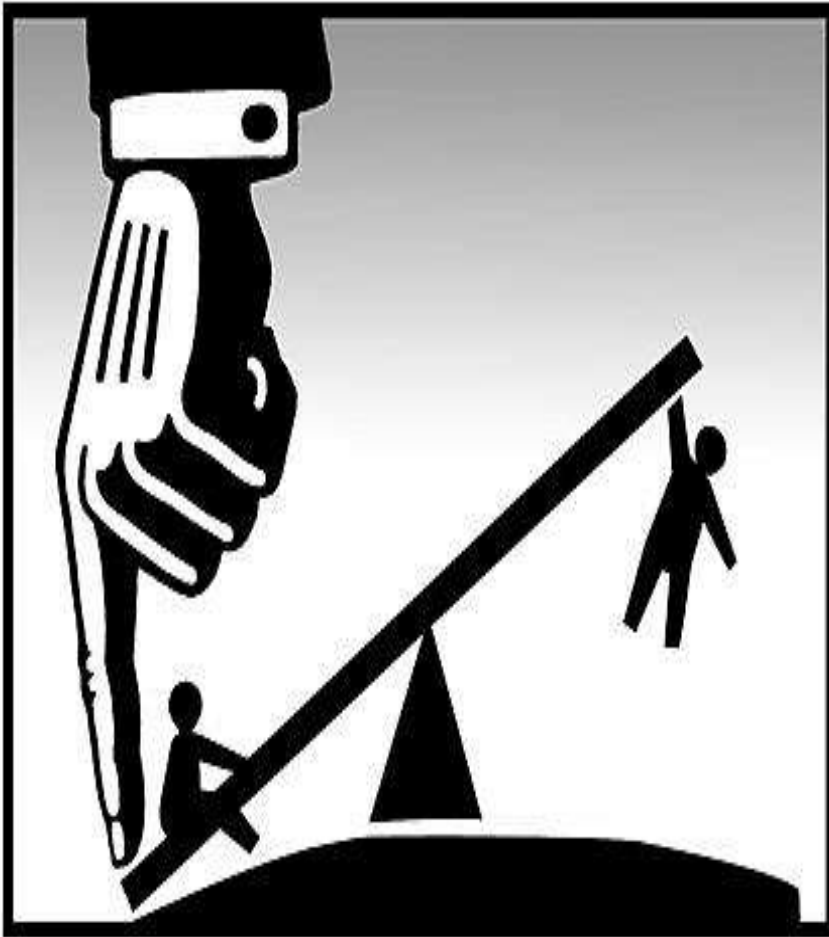
**#18 Persistence
pays off.
Sometimes
endurance is
more important
than expertise.**

Leadership Advice to give you a Leadership Advantage



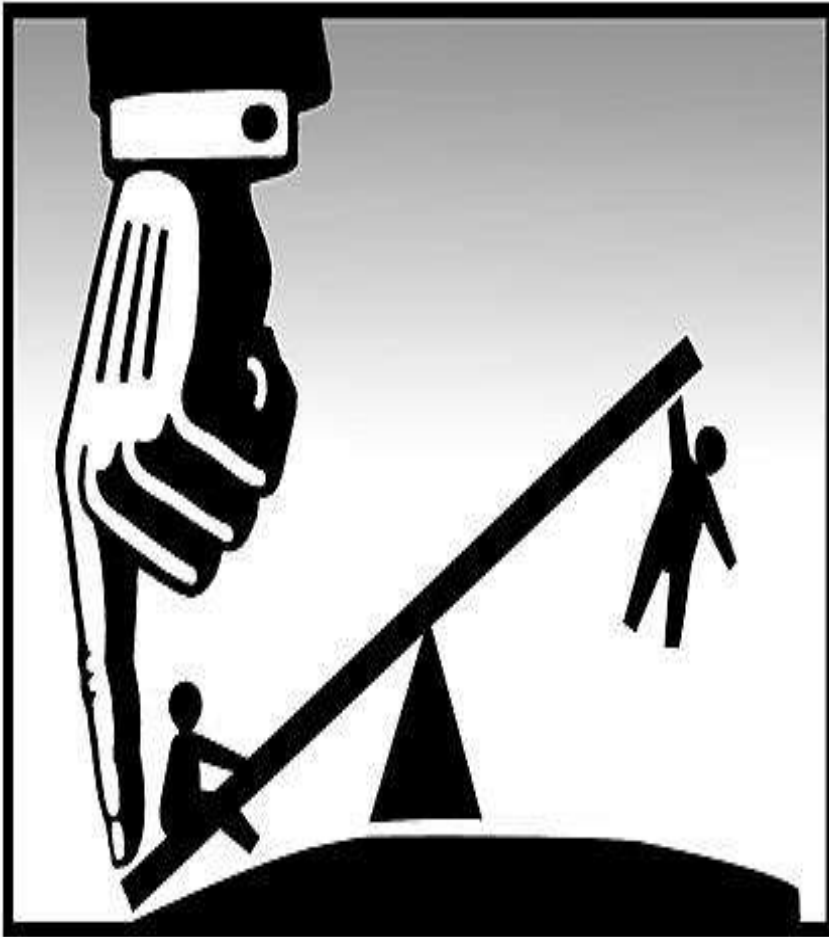
#19 Take full responsibility for what happens in your life today. Don't pout, point the finger or pretend that it never happened.

Leadership Advice to give you a Leadership Advantage



**#20 Great things
can be
accomplished
through prayer
and taking the
time to prepare!
Don't omit either
one.**

Leadership Advice to give you a Leadership Advantage



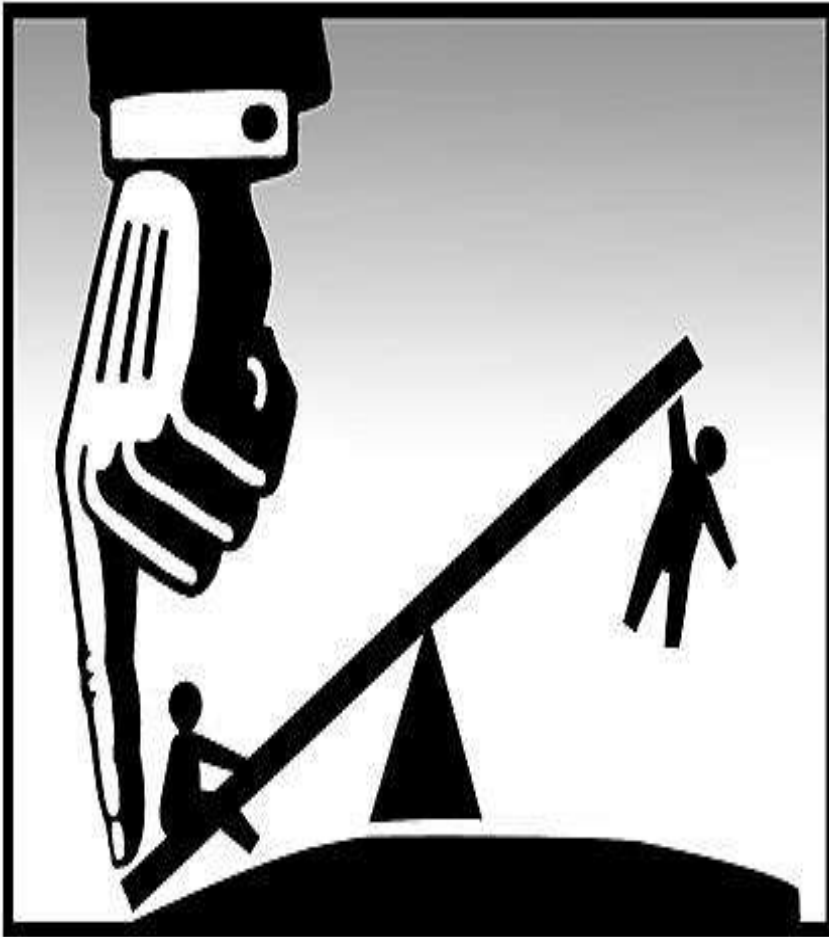
#21 Never Assume—always follow up and follow through. It will save you hours of frustration.

Leadership Advice to give you a Leadership Advantage



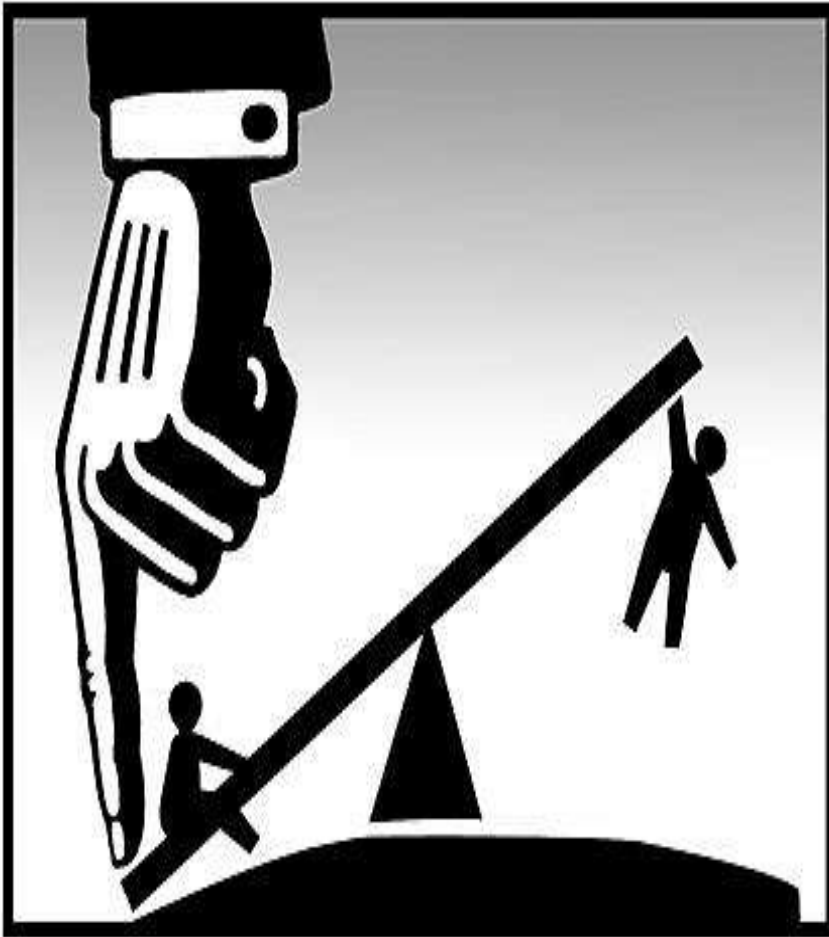
#22 Guard your reputation. It takes a lifetime to build and only a moment to destroy. Build in boundaries into your life. Don't avoid accountability.

Leadership Advice to give you a Leadership Advantage



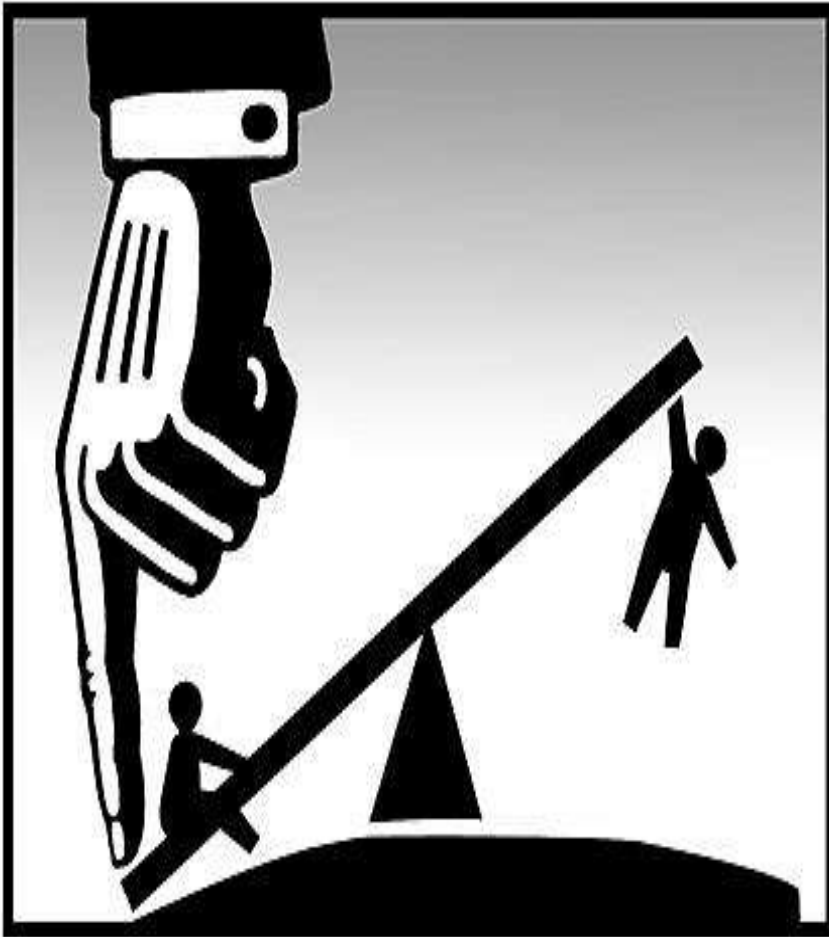
#23 Maintain a proper respect and response to authority.

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**#24 Walk in
humility.**

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#25 Yearn to learn more. Seek out opportunities to grow in your leadership abilities.

Contact Information



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