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Six habits for leaders to restore order in their professional lives

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Ambitious leaders tend to be successful because they're confident and proactive. You might know them as the jack-of-all-trades. But as their career or company grows, they need to figure out how team members come into play, whether it means helping to scale your company or offloading some of your work.

Six members of Puget Sound Business Journal Leadership Trust share simple habits that cultivate a winning team, which will simplify your professional life tenfold.

1. Learn how to mentor your team.

Work smarter, delegate more to your staff, and provide strategic thinking, leadership and mentoring to them so you can accomplish more as a team. This has helped free up time for me to focus on business development, think strategically and be a better mentor. — Maria Barrientos, barrientos RYAN, LLC

2. Make sure the problem is worth solving.

Not all problems are worth solving. Make sure you understand the outcome you're looking to achieve, and decide whether the effort required to solve that problem is worthwhile. This helps you focus on what's important in your professional and business life and will ensure that you're not spending considerable energy being "busy." — Majdi Daher, Denali Advanced Integration

3. Track your progress with checkboxes.

The first thing in the morning (or the last thing the night before), list the most important things to accomplish that day with checkboxes. Seeing checked boxes helps with focus and gives a sense of accomplishment. — Shannon Swift, Swift HR Solutions, Inc.

Puget Sound Business Journal Leadership Trust is an invitation-only network of influential business leaders, executives and entrepreneurs in your community. *Do I qualify?*

4. Pay it forward every day.

I take part in career mentorship almost every day, whether it's having coffee with someone, pausing to answer a request

for advice, or forwarding a job opening. I have had countless people support and mentor me throughout my career and believe in paying it forward. The key to successful mentoring is incorporating it into your schedule and considering it part of your workday and professional mission. The dividends are priceless. People never forget when someone helps them. — Suzanne Dale Estey, The Washington Economic Development Association

5. Make team meetings more intimate.

Each person shares at the beginning of a meeting how they are feeling emotionally, physically and mentally. This breaks down barriers, creates closer personal relationships, and teams are more productive as a result. When you put self-care and transparency at the forefront of the company culture, impact and success follow. — Daniela Tudor, WEconnect Health

6. Delegate to more capable people.

I work hard to understand my strengths and weaknesses, and I work even harder to do things that are my strengths and delegate my weakness to those who are strong in those categories. — Fred Rea, Rain City Capital