

**7 FREE  
LEADERSHIP  
TOOLS TO  
LEAD MORE  
EFFECTIVELY**

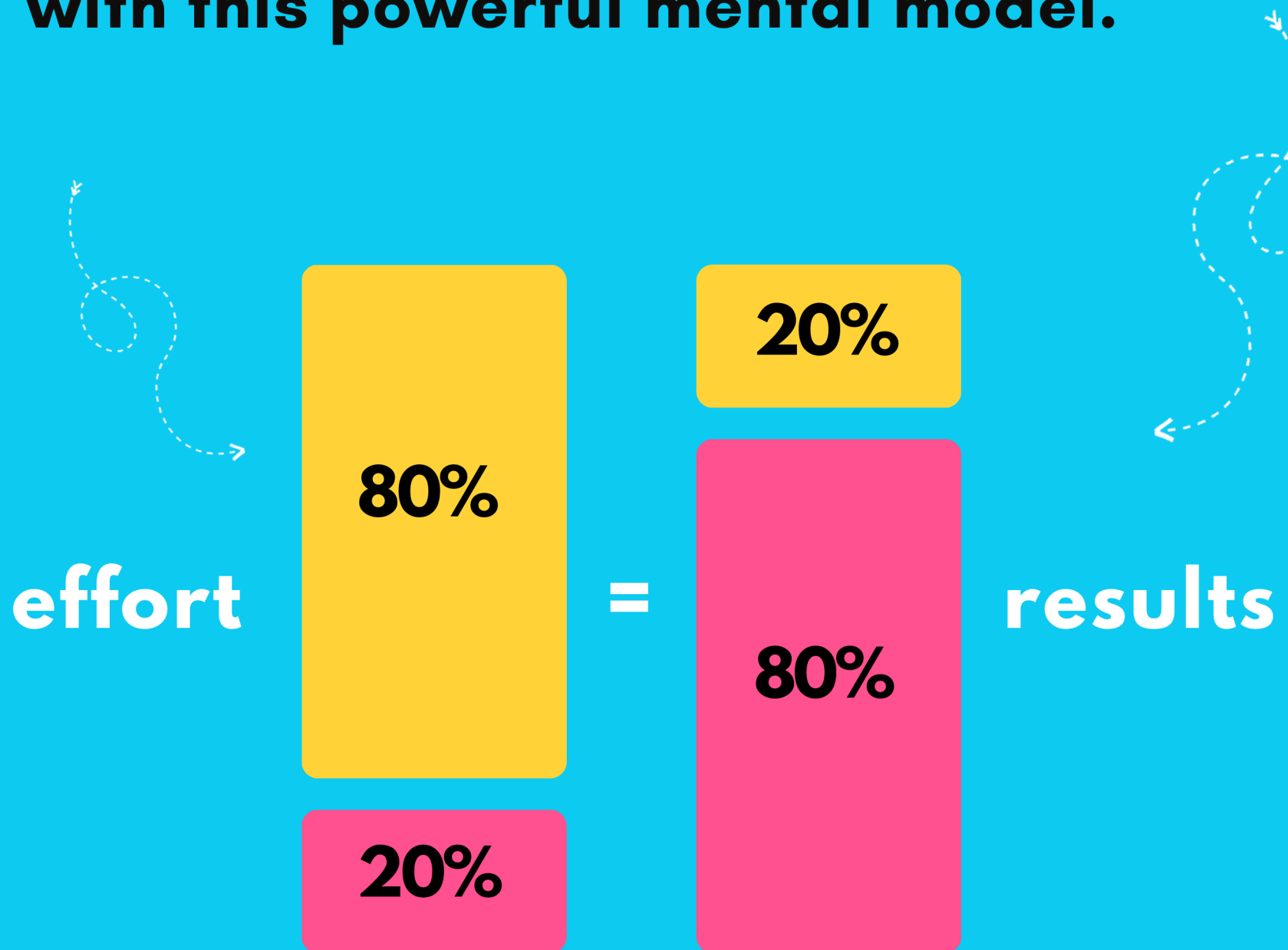




**Eric Partaker**  
ERICPARTAKER.COM

# 1) 80/20 Thinking by Richard Koch

**Focus effort on what matters most  
with this powerful mental model.**





**Eric Partaker**  
ERICPARTAKER.COM

**The world is non-linear so maximize impact by "finding the leverage".**

20% of your effort will often create **80% of your results.**

20% of issues will often create **80% of your problems.**

20% of your clients will often account for **80% of your profitability.**

Focus you and your team on the **20% that matters most.**





**Eric Partaker**  
ERICPARTAKER.COM

# 2) OKRs (Objectives & Key Results)

## by John Doerr

**10x your results with this powerful goal-setting framework.**



ERICPARTAKER.COM





**Eric Partaker**  
ERICPARTAKER.COM

## OKRs consist of 3 components, which **bridge the gap between Strategy and Execution:**

- Objectives: "Where do we want to go?"
  - Key Results: "How will we measure progress?"
  - Initiatives: "What will we do to get there?"
- 
- **Objectives = Strategy**
  - **Key Results = Measurement**
  - **Initiatives = Execution**

### *Example:*

- Objective: Company voted best place to work
- Key Result: eNPS increases from 25 to 50
- Initiative: Launch new "Well-Being Academy"



**Eric Partaker**  
ERICPARTAKER.COM

# 3) The GROW Model by Sir John Whitmore

**Coach your team to greater autonomy & performance with this simple framework.**





**Eric Partaker**  
ERICPARTAKER.COM

Avoid solving team member problems.

**Ask questions with the GROW model** to help them arrive at their own solutions:

**Goal:** What are you trying to achieve?

**Reality:** Where are you now? What challenges are you facing?

**Options:** What next action could you take? What else?

**Will:** From the options you generated, what will you do? When shall we check in again?

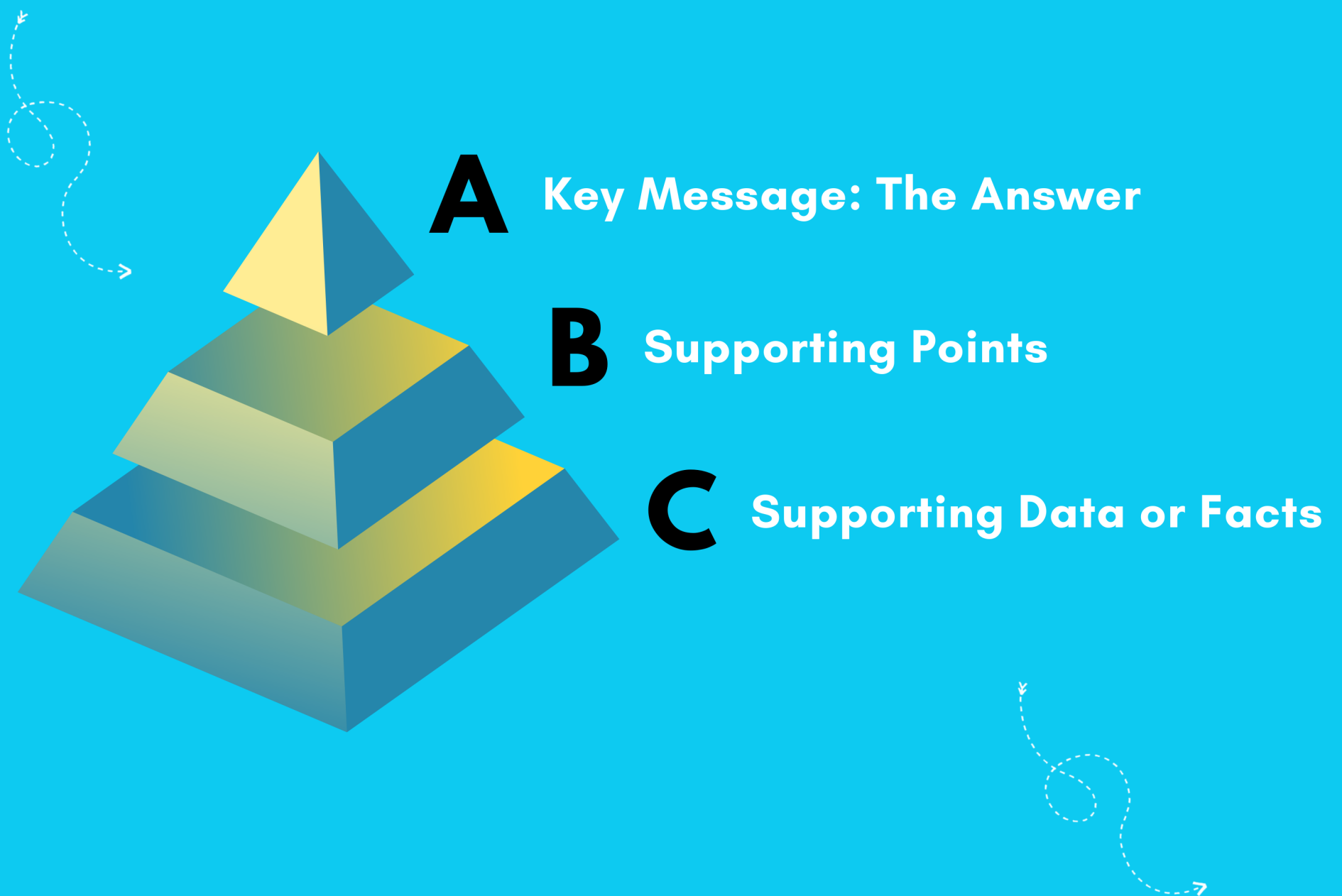




**Eric Partaker**  
ERICPARTAKER.COM

# 4) The Pyramid Principle by Barbara Minto

**Become a world-class communicator with  
this powerful & persuasive framework.**





**Eric Partaker**  
ERICPARTAKER.COM

**Start with, *rather than build up to,* your recommendation...** or the answer to your argument.

**Group and summarize the supporting points** so your audience can quickly understand how you reached your conclusion (*eg, I recommend we do x... for a, b and c reasons*).

**Provide facts, data, or case studies** that support each of your supporting points.







**Eric Partaker**  
ERICPARTAKER.COM

# 5) Six Thinking Hats by Edward de Bono

**Make more collaborative and innovative decisions with this completely novel approach.**



Facts

Emotions

Caution



Optimism

Creativity

Organization





**Eric Partaker**  
ERICPARTAKER.COM

The whole group "thinks in parallel" to consider a decision from **6 different angles as they "put on different hats"...**

1. **White Hat:** Facts and logic.

What are the facts we know?

2. **Red Hat:** Emotions and instinct.

What are your gut reactions?

3. **Black Hat:** Negative outcomes.

What could go wrong?

4. **Yellow Hat:** Positive outcomes.

What could we gain?

5. **Green Hat:** Creative ideas and solutions.

Any other opportunities to consider?

6. **Blue Hat:** Big picture and process mgmt.

How do we manage the way forward?



**Eric Partaker**  
ERICPARTAKER.COM

# 6) The Five Dysfunctions of a Team by Patrick Lencioni

**Strengthen the ultimate competitive  
advantage - your team.**





**Eric Partaker**  
ERICPARTAKER.COM

A step-by-step playbook to **overcome the most common team dysfunctions**. By applying the model:

You will **increase the level of trust** in the team, which makes team members **more comfortable with healthy debate**.

Healthy debate **leads to more commitment** since all angles are heard and considered.

This in turn makes it **easier to hold people accountable and ultimately achieve results!**

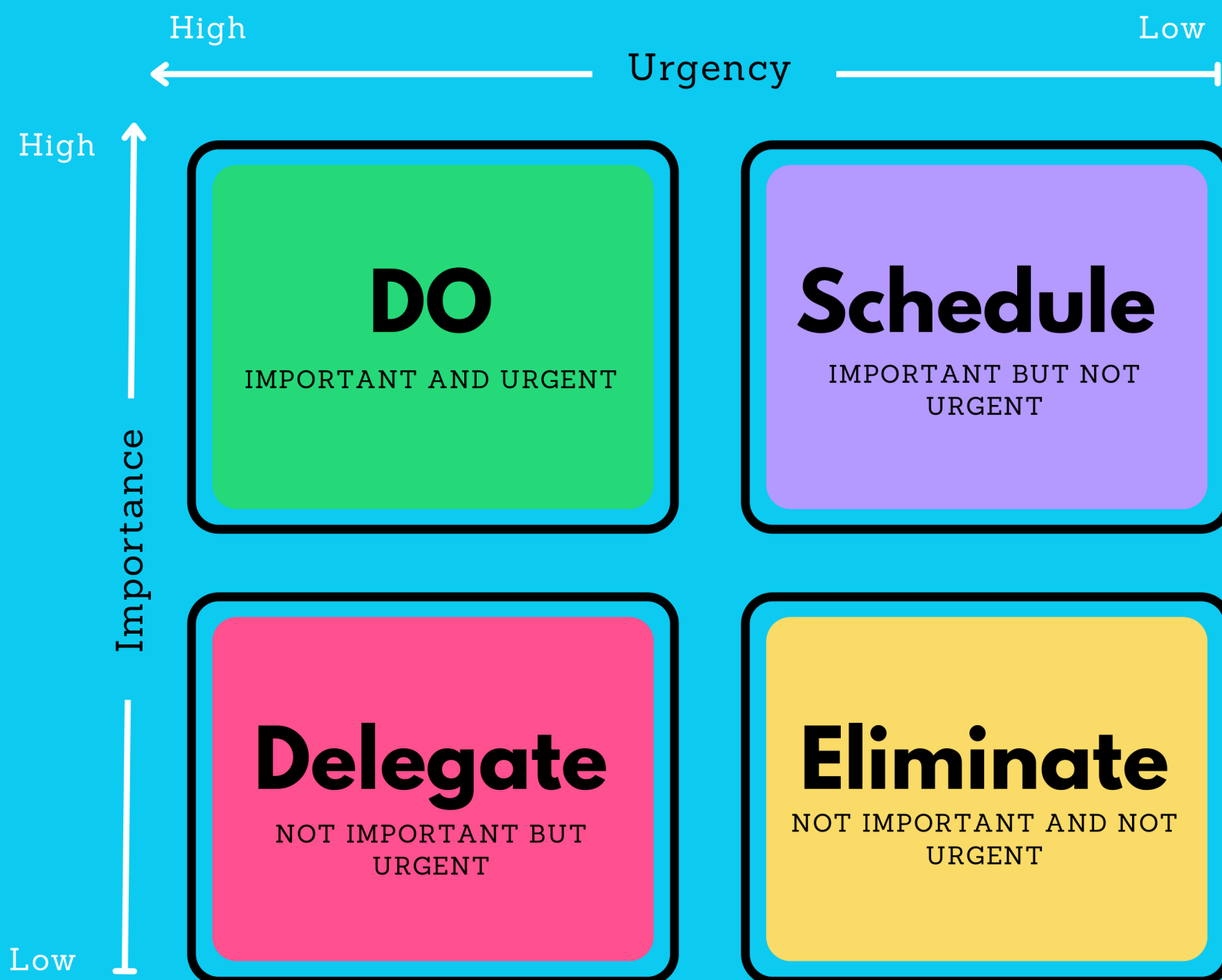




**Eric Partaker**  
ERICPARTAKER.COM

# 7) The Eisenhower Matrix by Dwight D. Eisenhower

**Better organize and prioritize tasks.**







**Eric Partaker**  
ERICPARTAKER.COM

**Divide tasks into 4 quadrants** to better prioritize & focus on what matters most:

- **Urgent and Important tasks:** require immediate attention & align with goals.
- **Not Urgent but Important tasks:** contribute to your goals, but can be scheduled for later.
- **Urgent but Not Important tasks:** demand immediate attention but do not contribute to your goals. Delegate.
- **Not Urgent and Not Important tasks:** not an immediate necessity and do not contribute to your goals. Eliminate.



If you like content like this  
**follow me, Eric Partaker, here**  
**on LinkedIn and click the**  
**notification bell** on my profile  
for daily updates.



How do you typically start your work day?

Most people start it in their inbox, or perhaps on social media.

Little do they realize they're taking a sledge hammer to their ability to focus, instantly scattering their thoughts and concentration across a myriad of things.

It's as if they've dropped themselves into a pinball machine at the start of their day, so they can be bounced from one person's agenda to the next.

Soon that morning email session turns into some phone calls, and then some meetings, followed by a few urgent requests that come knocking on the door. Suddenly we reach the end of the day, wondering where it went and feeling frustrated that we didn't get to what mattered most.

And that doesn't feel very good, does it?

So, I challenge you to break away from the pack. To do and think differently.

For just the next 7 days, start your day being creative before reactive. For just the first 60 minutes of your work day refuse to go into your inbox. In fact, I highly recommend that you don't even check your inbox while getting ready for work at home (and I bet that sounds absolutely terrifying, right?).