



# THE EVERYDAY LEADER

14 MARINE CORPS TRAITS  
TO UNLOCK YOUR  
LEADERSHIP DNA

Your Leadership Journal

# A Note From the Authors

Thank you for reading The Everyday Leader and downloading this workbook. We hope this helps you get a solid and clear understanding of what each of these leadership traits means and how it relates to you both now and in the future.

Leadership is an ongoing journey that will continue to evolve and change. What kind of leader do you want to become? The answers may lie here.

*"We all have our own view of our leadership. The true lens is how others feel when you are their leader."*

**Note: Be honest as you answer the questions throughout this workbook. Honesty is essential as you build or further your brand and reputation as a leader. While these questions are targeted at individuals, the questions can also help organizations determine the starting point for their leaders.**

# The 14 Marine Corps Leadership Traits

Once you know where you are today, where you want to be in the future, and what type of leader you aspire to be, you can start thinking about your leadership traits. Before we do that, let's review the 14 leadership traits of the US Marine Corps:

1. **Judgement:** The ability to weigh facts and possible courses of action in order to make sound decisions.
2. **Justice:** Giving reward and punishment according to the merits of the case in question. The ability to administer a system of rewards and punishments impartially and consistently.
3. **Dependability:** The certainty of proper performance of duty.
4. **Integrity:** Uprightness of character and soundness of moral principles. The quality of truthfulness and honesty.
5. **Decisiveness:** The ability to make decisions promptly and to announce them in a clear, forceful manner.
6. **Tact:** The ability to deal with others in a manner that will maintain good relations and avoid offense. More simply stated, tact is the ability to say and do the right thing at the right time.
7. **Initiative:** Taking action in the absence of orders.
8. **Endurance:** The mental and physical stamina measured by the ability to withstand pain, fatigue, stress, and hardship.
9. **Bearing:** Creating a favorable impression in carriage, appearance, and personal conduct at all times.
10. **Unselfishness:** Avoidance of providing for one's own comfort and personal advancement at the expense of others.
11. **Courage:** Courage is a mental quality that recognizes fear of danger or criticism, but enables a Marine to proceed in the face of danger with calmness and firmness.
12. **Knowledge:** Understanding of a science or an art. The range of one's information, including professional knowledge and understanding of your Marines.
13. **Loyalty:** The quality of faithfulness to country, Corps, unit, seniors, subordinates and peers.
14. **Enthusiasm:** Motivation is Contagious

# Additional Traits to Consider

1. **Resilience:** The capacity to recover quickly from difficulties; toughness.
2. **Empathy:** The ability to understand and share the feelings of another.
3. **Humility:** A modest or low view of one's own importance; humbleness.
4. **Trust:** Assured reliance on the character, ability, strength, or truth of someone or something.
5. **Communication:** The imparting or exchanging of information or news.
6. **Transparency:** The condition of being transparent.
7. **Empowerment:** The process of becoming stronger and more confident, especially in controlling one's life and claiming one's rights.
8. **Influence:** The capacity to have an effect on the character, development, or behavior of someone or something, or the effect itself.
9. **Perspective:** A particular attitude toward or way of regarding something; a point of view.
10. **Compassion:** Sympathetic pity and concern for the sufferings or misfortunes of others.
11. **Emotional Intelligence (EQ):** The ability to understand, use, and manage your own emotions in positive ways to relieve stress, communicate effectively, empathize with others, overcome challenges and defuse conflict.
12. **Open-Minded:** Willing to consider new ideas; unprejudiced.
13. **Purpose:** The reason for which something is done or created or for which something exists.
14. **Accountability:** The fact or condition of being accountable; responsibility.
15. **Confidence:** A feeling of self-assurance arising from one's appreciation of one's own abilities or qualities.
16. **Passion:** An intense desire or enthusiasm for something.
17. **Patience:** The capacity to accept or tolerate delay, trouble, or suffering without getting angry or upset.
18. **Vision:** The ability to think about or plan the future with imagination or wisdom.
19. **Discipline:** The practice of training people to obey rules or a code of behavior, using punishment to correct disobedience.

# Starting Point

**Before we dive into defining your leadership traits, let's talk about where you are today and where you see yourself in the future. Ask yourself these questions:**

*What inspires me to be a leader?* Try to make this one sentence that serves as your purpose for being a leader.

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*How does it feel to be led by me?* Ask three people and listen to their responses. If you don't currently manage people, consider asking instead, "How does it feel to work with me?"

**Person 1**

**Name:**

**Person 2**

**Name:**

**Person 3**

**Name:**

*Who is impacted by the decisions I make and the work I do in my current role?* Think about each of your stakeholders (team members, customers, investors, vendors, etc.). Also consider *how* each of your stakeholders is impacted by those decisions and actions.

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# Starting Point: Continued

*What traits do people currently associate with me?* Think about this in terms of, “What am I currently known for?” Remember to think about all stakeholders that you come into contact with as each one may have a different viewpoint of you traits.

*When am I inconsistent in my behaviors and decisions?* Think about whether your mood or the level of person you are interacting with affects how you behave.

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*Where am I an expert or an emerging expert?* This is about defining your core technical strengths and then thinking about how they play into your future.

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# Starting Point: Continued

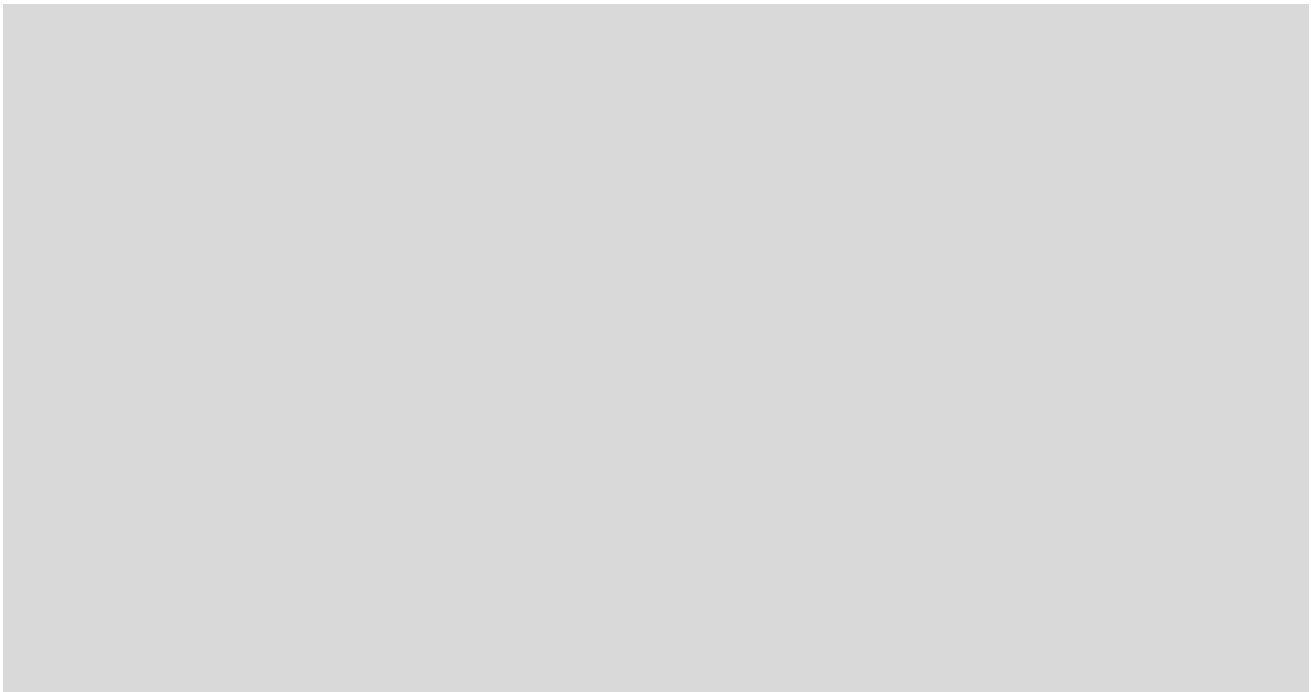
*What does success look like?* Think about this question in terms of your current position as well as future position. Remember that what is required of you at each level may differ.

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*As a leader, what do I want to be known for?* Start by making a list of your strengths. If you're not sure what your strengths are, you can ask others.





# Defining Your Leadership Traits

Utilizing the 14 Marine Corps Leadership Traits, pick your top 3-5 and write them down.

_____	_____
_____	_____
_____	_____

Why did these traits stand out for you?

_____
_____
_____
_____

In looking at your list, are there any that are missing? If so, write those down as well. The list should have around 8-10 Leadership Traits that you feel connected to.

_____	_____
_____	_____
_____	_____

Next, rank order all of the traits, with 1 being the most important Leadership Trait to you.

Traits	Rank	Traits	Rank
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____





# Defining Your Leadership Traits Continued

Look at this list. How does it feel to you? Are these the traits of a leader you would like to follow? Keep refining the list until you feel aligned with the traits and the answer to the second question is a resounding yes. Try to get the list down to about 4-6 traits that are meaningful and impactful for you.

## Your Finalized Traits

_____	_____
_____	_____
_____	_____

Next, define each of these traits. Get a solid and clear Understanding of what each one means and how it relates to you, whether now or in the future.

## Your Traits Defined

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# Traits, Values & Behaviors

## Leadership Traits

Leadership Traits define who you are as a leader. Think about Leadership Traits as what you would want someone to think of when they think of your leadership. In the space below, write down 3-5 words that describe the type of leader you want to be.

_____	_____
_____	_____
_____	_____

## Personal Values

Core values are the guiding principles that dictate our actions and behaviors. They are the anchors that guide our decision making in both personal and professional settings. In the space below, list your top 3-5 values.

_____	_____
_____	_____
_____	_____

## Behaviors & Actions

Assessing our behaviors can be difficult as it's about self-awareness; turning the lens inward to really see if what we're doing aligns what we're saying. In the space below, write down 3-5 behaviors or actions that you think an ideal leader should exhibit. Do these behaviors and actions align with the type of leader you want to be?

_____	_____
_____	_____
_____	_____
_____	
_____	

# Writing a Leadership Statement

# What is a Leadership Statement?

A leadership statement outlines your leadership purpose, vision and values while also taking your values and leadership traits into consideration. It is about connecting all of these items together to form a cohesive picture of you as a leader.

### Example of a Leadership Statement

“I am a reliable, focused, decisive and charismatic leader. I am known for creating high-performing teams that inspire others to bring their best effort every day. I remain calm under pressure.” OR “I am known for being decisive, dependable, courageous and unselfish so that I can lead with integrity.”

## My Leadership Statement

When writing your leadership statement, consider the behaviors of an ideal leader that you've identified. Use this statement as a guide to ensure alignment with your decisions going forward and revisit it as you continue to grow in different areas of your life.

Write your leadership statement below:

[illegible]

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# Things to Consider

Revisit your leadership traits and leadership statement every so often to ensure they all still align with you and who you want to be. While the traits should remain fairly stable throughout your life, a few can change or shift overtime depending on what is being asked of you in your role.

## How to use your Leadership Statement

- Print it out and leave it near you so you can see it every day.
- Use this statement to ensure alignment with your decisions.
- Gain self-awareness by checking-in with your leadership statement to ensure your behaviors and actions are aligned with what you are saying.

## Checking in with your Leadership Traits

- My Leadership Traits speak true to who I am and who I want to become.
- These traits make me feel confident about myself.
- I am proud to live by these traits and be a role model for others.
- My traits represent the decisions I make each day, even if it differs from the norm.
- I rely on these traits as a strong guiding force in the right direction to achieve my goals.

## Questions to Ask Yourself on your Leadership Journey

- When things get difficult, do I still prioritize my values to guide my decisions, actions and behaviors?
- How are my traits showing up for myself and others? Do they feel natural and honest or forceful and fake?
- Do I feel like I've become a better leader for myself and others?
- What changes have I noticed in my behavior and what has been the reactions of others?
- Do I lift as I climb?
- How am I "paying it forward?"
- Am I leading by example?
- What is holding me back?
- Am I actively listening?

# Thank You!

**We are honored that you have chosen The Everyday Leader to help guide you on your path to becoming a better leader.**

**We love being part of your journey and hope you enjoyed this experience. To share your learnings, be sure to follow us on social media:**

**Facebook: @TheEverydayLeader14**

**LinkedIn: @Gig Talent**

**Instagram: @GigTalentAgency**

**Don't forget to leave us a review on Amazon or Goodreads.**

**For more information or to connect with Michael and Hema, please visit our website.**

