

- Do you want to be a leader or a manager? You need to make a choice as there is a huge difference. "The world is full of managers and desperately short of leaders.

1. Leaders optimize the upside; Managers minimize the downside. Both together net more.
2. Leaders envision possibilities; Managers calculate probabilities. Both together win more.
3. Leaders focus on the ends; Managers focus on the means. Both together reach more.
4. Leaders focus on the what; Managers focus on the how. Both together do more.
5. Leaders prepare beyond the limits; Managers focus execution within limits. Both together perform better.
6. Leaders generate energy; Managers preserve energy. Both together energize more.
7. Leaders seize opportunities; Managers avert threats. Both together progress more.
8. Leaders are the first ones onto the battlefield; Managers are the last ones off. Both together triumph more.
9. Leaders amplify strengths; Managers reduce weaknesses. Both together develop more.
10. Leaders provide vision; Managers provide execution. Both together achieve more.
11. Leaders do the right things; Managers do things right. Doing both together is the right thing.
12. Leaders drive change; Managers maintain consistency. Both together continuously improve.
13. Leader/Manager distinction: "Leaders plant; Managers weed. Both together yield the



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| _____1. to make as effective, perfect, or useful as possible.    | a. execution     |
| _____2. to reduce to the smallest possible amount or degree.     | b. minimize      |
| _____3. to picture mentally, esp. some future event or events.   | c. optimize      |
| _____4. a strong likelihood or chance of something               | d. avert         |
| _____5. the state or fact of being executed.                     | e. distinction   |
| _____6. to keep alive or in existence; make lasting              | f. envision      |
| _____7. prevent the occurrence of; prevent from happening        | g. preserve      |
| _____8. the property of holding together and retaining its shape | h. consistency   |
| _____9. a marking off or distinguishing as different             | i. probabilities |

### **EXPRESS YOURSELF:**

1. Is leader the same with manager?
2. What makes a leader?
3. What makes a manager?
4. How can someone become a good leader?
5. Do you know any types of "Leadership"? What are they?
6. Do you think manager can be a leader?
7. Can a leader become a manager?
8. Which is better, to be a leader or be a manager?

