

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 greatest harvest.**





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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 |

LET'S TALK

- 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?