

**YOU WANT ME  
TO LEAD?!?!**

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**BUT I AM NOT IN CHARGE!**

# WHO IS IN CHARGE?

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- Everyone assumes that the leader is the person that is in charge (CEO, General, President...)
- The assumption is that leadership is based on the title or role
- Yet sometimes we hear about people that “rise to the occasion” or “take the lead” in times when more effort is needed
- Leadership is about motivating a group to do something beyond the norm, without having the authority to command the group

# HAVE THE COURAGE TO ACT!

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- This is sometimes also called volunteering to do something beyond your normal duties
- Must be for the benefit of the group or the organization
- Your skills should match some or most of those skills needed to act
- It is okay to stretch beyond your current knowledge, skills, and abilities to perform

# FOCUS ON THE WORK AT HAND

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- The harder the problem, the more likely you are to be distracted
- Focus on encouraging the team to confront the problem, not each other
- Otherwise gossip and other distractions will endanger your success

# LET YOUR VALUES DO THE TALKING

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- Have a strong set of values and clearly communicate them
- Your actions should be driven by your values and desire to help
- Usually only followers with conflicting values will not engage
- Team dynamics can be conflicted by different norms and values
- Encourage honesty and candor



# SHARE THE CONTEXT

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- Communicate – everyone should see why the process is happening
- Be strategic, but don't get lost in the clouds
- Focus on the details, but don't get stuck in the weeds
- Help others make a difference at the micro-level and show how that will help at the macro-level
- Little things now can make a big difference later

# A SENSE OF PURPOSE

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- Know what your sense of purpose is
- Help the people on the team learn what their purpose is
- Sometimes we have to help others see their talents
- Someone with talent and sense of purpose can be a very beautiful thing

# BE INSPIRING

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- Tell your story – motivation often requires a compelling inspiration
- Communicate your vision in a way that others can see and feel it
- Some need a purpose, others want to be a part of something big
- Know your audience and tailor your message to fit



# HAVE A SOFT TOUCH

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- Be patient – don't expect results right away
- Let the process develop naturally
- Relationships are critical – don't be pushy or you might get sidelined
- Let others have time to buy in and share on your behalf



**Alton Austin**

9 hrs · 🌐 ▼



Keep your head down, you might be seen. Don't speak up, you might be heard. Ever heard those voices? That's fear. Fear that you might succeed and have to move out of your comfort zone. Or that you might fail. If you never fail, you probably never tried. We learn the most from our failures. Try to fail, and maybe you will succeed.

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Dream big and be disruptive. If you are doing the same thing as everyone else, you've already failed.

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**KENDRA SCOTT**  
DESIGNER AND ENTREPRENEUR

Forbes

Adapted from my experiences and:

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<https://medium.com/@edwardsullivan/leading-when-youre-not-in-charge-ec6d58f79cd1>

