

The 14 Tasks of a Leader – Duties to take the initiative –

1. Consider the future
2. Initiate motivation
3. Plan working procedures
4. Lead by objectives
5. Decide
6. Delegate
7. Coordinate
8. Organize and connect
9. Inform and communicate
10. Promote and develop
11. Select employees and assign work
12. Protect employees
13. Self-development
14. Measure and evaluate