

# *Quotes on Leadership Responsibilities*

A collection of quotations on  
the responsibilities of Great Leaders  
from global business leaders, statesmen,  
athletes, coaches, sages, and philosophers.

Compiled by  
Steven B. Howard  
Caliente Leadership

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# Caliente Leadership

*Turning Good Leaders into Great Leaders*

Welcome to our collection of quotes on the responsibilities of Great Leaders.

Quotations have always had the power to inspire me. When I was a child I started a collection of quotes on 3x5 inch index cards and kept them filed in my own personal plastic box.

While living in Asia I compiled thousands of quotations from Asia's leading thinkers, sages, philosophers, business leaders, and statesmen. These were published into three highly popular books: *Asian Words of Wisdom*, *Asian Words of Knowledge* and *Essential Asian Words of Wisdom*.

As Confucius wrote, "*To be fond of learning is to be near knowledge.*" I hope these quotes on leadership, which likewise come from business leaders, statesmen, athletes, coaches, sages, and philosophers will provide inspiration and motivation for your own growth and development as a leader.

The quotes are categorized into 8 sections, as shown on the next page. Simply scroll or search to a particular section as you need.

This collection is current as of August 1, 2016. We will be updating it fairly frequently — at least once per quarter — so kindly return to our Caliente Leadership website to download the most recent version.

Best wishes for continued success,

*Steven B. Howard*

Steven B. Howard  
Leadership Facilitator | Author | Coach | Keynote Speaker



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## Leadership Responsibilities

Leadership is not a right; it's a responsibility.

**John Maxwell**

An idea that is developed and put into action is more important than an idea that exists only as an idea.

**Buddha**

Determination gives you the resolve to keep going in spite of the roadblocks that lay before you.

**Denis Waitley**

Failure is the opportunity to begin again more intelligently.

**Henry Ford**

The ability to discipline yourself to delay gratification in the short term in order to enjoy greater rewards in the long term is the indispensable prerequisite for success.

**Brian Tracy**

Have a variety of interests. Interests relax the mind and lessen tension on the nervous system. People with many interests live not only longer but happier.

**George Matthew Allen**

The difference in winning & losing is most often, not quitting.

**Walt Disney**

We can often do more for others by trying to correct our own faults than by trying to correct theirs.

**Francis Fenelon**

Optimism is essential to achievement and it is also the foundation of courage and true progress.

**Nicholas Murray Butler**

Shift your momentum, and a bad day turns into a great day. Problems change into opportunities. What was once negative energy turns into a useful, creative force.

**Ralph Marston**



Practice the philosophy of continuous improvement. Get a little bit better every single day.

**Brian Tracy**

The most influential person who will talk to you all day is you, so you should be very careful about what you say to you!

**Zig Ziglar**

Personality development is the process of building and maintaining high levels of self-esteem. You can change your performance by changing the way you think about yourself in that area.

**Brian Tracy**

One man practicing sportsmanship is far better than a hundred teaching it.

**Knute Rockne**

Every problem has a gift for you in its hands.

**Richard Bach**



## **Communicating as a Leader**

Whatever words we utter should be chosen with care for people will hear them and be influenced by them for good or ill.

### **Buddha**

You cannot speak that which you do not know. You cannot share that which you do not feel. You cannot translate that which you do not have. And you cannot give that which you do not possess. To give it and to share it, and for it to be effective, you first need to have it. Good communication starts with good preparation.

### **Jim Rohn**

The organization that can't communicate can't change, and the corporation that can't change is dead.

### **Nido Qubein**

The 8 key words that will move practically anyone to your side of the issue: If you can't do it, I'll definitely understand.

### **Bob Burg**

Poor or fuzzy communications are major time-wasters. Take the time to be crystal-clear in your communications with others."

### **Brian Tracy**

The most important thing in communication is to hear what isn't being said.

### **Peter F. Drucker**

The goal of effective communication should be for listeners to say, 'Me, too!' versus 'So what?'

### **Jim Rohn**

Poor or fuzzy communications are major time-wasters. Take the time to be crystal-clear in your communications with others.

### **Brian Tracy**

The first 30 seconds and the last 30 seconds have the most impact in a presentation.

### **Patricia Fripp**

Actions speak louder than words.

### **English saying**



Words are potent weapons for all causes, good or bad.

**Manly P. Hall**

A person hears only what they understand.

**Johann Wolfgang von Goethe**

Speak honestly or else be silent.

**Jalal ad-Din Muhammad Balkhi [Rumi]**

Seek first to understand, then to be understood.

**Stephen Richards Covey**

Never assume you understand. Ask the questions.

**Brian Tracy**

Skill in the art of communication is crucial to a leader's success. You can accomplish nothing unless you communicate effectively.

**Norman Allen**

It's not what you tell them, it's what they hear that matters.

**Red Auerbach**

To effectively communicate, we must realize that we are all different in the way we perceive the world and use this understanding as a guide to our communication with others.

**Anthony Robbins**

To be persuasive, we must be believable; to be believable, we must be credible; to be credible, we must be truthful.

**Edward R Murrow**

Communication does not always occur naturally, even among a tight-knit group of individuals. Communication must be taught and practiced in order to bring everyone together as one.

**Mike Krzyzewski**

A speech should not just be a sharing of information, but a sharing of yourself.

**Ralph Archbold**

Storytellers, by the very act of telling, communicate a radical learning that changes lives and the world: telling stories is a universally accessible means through which people make meaning.

**Chris Cavanaugh**



Communication is a skill that you can learn. It's like riding a bicycle or typing. If you're willing to work at it, you can rapidly improve the quality of every part of your life.

**Brian Tracy**

Good communication is as stimulating as black coffee, and just as hard to sleep after.

**Anne Morrow Lindbergh**

The art of communication is the language of leadership.

**James Humes**

Most successful people I've known are the ones who do more listening than talking.

**Bernard Baruch**

Two monologues do not make a dialogue.

**Jeff Daly**

The right word may be effective, but no word was ever as effective as a rightly timed pause.

**Samuel Langhorne Clemens [Mark Twain]**



## **The Art of Delegation**

Leading an organization is like frying a small fish. You spoil it with too much poking.

**Lao-Tzu**

Much of the stress that people feel doesn't come from having too much to do. It comes from not finishing what they started.

**David Allen**

The sages do not consider that making no mistakes is a blessing. They believe, rather, that the great virtue of man lies in his ability to correct his mistakes and continually make a new man of himself.

**Wang Yang-Ming**

Aim for success, not perfection. Never give up your right to be wrong, because then you will lose the ability to learn new things and move forward with your life.

**Dr. David M. Burns**

Do not be afraid of failure. Be afraid of not learning from failure.

**Anonymous**

The secret of success is to go from failure to failure without any loss of enthusiasm.

**Winston Churchill**

Authority without wisdom is like a heavy axe without an edge, fitter to bruise than polish.

**Anne Dudley Bradstreet**

If you don't realize there is always somebody who knows how to do something better than you, then you don't give proper respect for others' talents.

**Hortense Canady**



## Leaders Must Be Good Coaches

Kind words are short and easy to speak, but their echoes are truly endless.

**Mother Teresa**

What you leave behind is not what is engraved in stone monuments, but what is woven into the lives of others.

**Pericles**

People rarely succeed unless they have fun in what they are doing.

**Dale Carnegie**

It's not what you tell them, it's what they hear that matters.

**Red Auerbach**

It is the nature of man to rise to greatness if greatness is expected of him.

**John Steinbeck**

The nobler sort of man emphasizes the good qualities in others, and does not accentuate the bad. The inferior does the reverse.

**Confucius**

The mediocre teacher tells.

The good teacher explains.

The superior teacher demonstrates.

The great teacher inspires.

**William Arthur Ward**

Perhaps you will forget tomorrow the kind words you say today, but the recipient may cherish them over a lifetime.

**Dale Carnegie**

You will regret many things in life but you will never regret being too kind or too fair.

**Brian Tracy**

It costs you nothing to be lavish with your praise.

**Ron Kaufman**

Wise men are not always silent, but they know when to be.

**Anonymous**

Helping those who have lost their way is felt across the universe.

**Anthony Douglas Williams**



I hear and I forget.  
I see and I remember.  
I do and I understand.

**Confucius**

Praise, like gold and diamonds, owes its value only to its scarcity.

**Samuel Johnson**

There are two ways of exerting one's strength: one is pushing down, the other is pulling up.

**Booker T. Washington**

Our chief want is someone who will inspire us to be what we know we could be.

**R. W. Emerson**

Giving connects two people, the giver and the receiver, and this connection gives birth to a new sense of belonging.

**Deepak Chopra**

Deal with the faults of others as gently as with your own.

**Chinese Proverb**

Think twice before you speak, because your words and influence will plant the seed of either success or failure in the mind of another.

**Napoleon Hill**

You start to realize that the trophy brings you nothing of real value. Nothing, really. The joy in coaching is helping a group of kids accomplish something they couldn't accomplish by themselves.

**Billy Donovan**

Always to try to be a little kinder than is necessary.

**Sir James Matthew Barrie**

Each of us sooner or later realizes that our relationships with others require giving of ourselves -- not only of our time, but our sincere and caring involvement as well. Too often we close the book on the many who need us by allotting just so much of ourselves, and end by being miserly with what should be the easiest and least expensive thing to give—ourselves.

**Leo Buscaglia**



Tell a man he is brave, and you help him to become so.

**Thomas Carlyle**

A great mentor is one who aims for others' abilities to surpass his own.

**Anonymous**

Giving whether it be of time, labor, affection, advice, gifts, or whatever, is one of life's greatest pleasures.

**Rebecca Russell**

Flatter me, and I may not believe you. Criticize me, and I may not like you. Ignore me, and I may not forgive you. Encourage me, and I may not forget you.

**William Arthur**

Instead of always harping on a man's faults, tell him of his virtues. Try to pull him out of his rut of bad habits. Hold up to him his better self, his real self that can dare and do and win out.

**Eleanor H. Porter**

Outstanding leaders go out of their way to boost the self-esteem of their personnel. If people believe in themselves, it's amazing what they can accomplish.

**Sam Walton**

People are basically good; if you give them the right tools they'll prove it to you every day.

**Charlie Rose**

Kind words do not cost much. Yet they accomplish much.

**Blaise Pascal**

Gentle words, quiet words, are after all the most powerful words. They are more convincing, compelling and prevailing.

**W. Gladden**

A team is not a group of people who work together. A team is a group of people working together towards a shared outcome who trust and respect each other.

**Steven B. Howard**

We will try to create conditions where people can come together in a spirit of teamwork, and exercise to their heart's desire their technological capacity.

**Akio Morita**



If the only tool you have is a hammer, you tend to see every problem as a nail.

**Abraham H. Maslow**

Celebrate what you want to see more of.

**Thomas J. Peters**

Part of coaching is acting. It's true of any kind of leadership, whether you're a CEO, an army general, or a father. Part of the job is that you don't reveal your own apprehensions.

**John Calipari**

We all need people who will give us feedback. That's how we improve.

**Bill Gates**

Feeling gratitude and not expressing it is like wrapping a present and not giving it.

**William Arthur Ward**

I would maintain that thanks are the highest form of thought; and that gratitude is happiness doubled by wonder.

**G.K. Chesterton**

Gratitude is a currency that we can mint for ourselves, and spend without fear of bankruptcy.

**Fred De Witt Van Amburgh**

The deepest craving of human nature is the need to be appreciated.

**William James**

Silent gratitude isn't very much to anyone.

**Gertrude Stein**

Thankfulness is the beginning of gratitude. Gratitude is the completion of thankfulness. Thankfulness may consist merely of words. Gratitude is shown in acts.

**Henri Frederic Amiel**

No one who achieves success does so without the help of others. The wise and confident acknowledge this help with gratitude.

**Alfred North Whitehead**

Keep your eyes open and try to catch people in your company doing something right, then praise them for it.

**Tom Hopkins**



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A lot of people have gone further than they thought they could because someone else thought they could.

**Zig Ziglar**

Tend to the people, and they will tend to the business.

**John Maxwell**



## **The Art of Motivation**

People often say that motivation doesn't last. Well, neither does bathing – that's why we recommend it daily.

**Zig Ziglar**

Motivation is what gets you started. Habit is what keeps you going.

**Jim Rohn**

The secret of discipline is motivation. When a man is sufficiently motivated, discipline will take care of itself.

**Sir Alexander Paterson**

Enthusiasm releases the drive to carry you over obstacles and adds significance to all you do.

**Norman Vincent Peale**

The single common denominator of men and women who achieve great things is a sense of destiny.

**Brian Tracy**

Nothing so conclusively proves a man's ability to lead others as what he does from day to day to lead himself.

**Thomas J. Watson**

"How do I motivate myself to run in the morning?"

"By running in the morning."

"But I don't feel like running."

"That's because you're not running yet. If you were running, pretty soon you would feel like running."

**Steve Chandler**, "Reinventing Yourself"

Nothing destroys a good idea faster than a mandatory consensus.

**Jessica Hagy**

A decision is made with the brain. A commitment is made with the heart. Therefore, a commitment is much deeper and more binding than a decision.

**Nido Qubein**

You can work as an individual, but you'll win with a team.

**Ron Kaufman**



While you can be efficient with things, you can't be efficient effectively with people.  
**Stephen R. Covey**, "First Things First"

You can't live a perfect day without doing something for someone who will never be able to repay you.  
**John Wooden**

Remember there's no such thing as a small act of kindness. Every act creates a ripple with no logical end.  
**Scott Adams**

Work is effort applied toward some end. The most satisfying work involves directing our efforts toward achieving ends that we ourselves endorse as worthy expressions of our talent and character.  
**William J. Bennett**

The difference between a successful person and others is not a lack of strength, not a lack of knowledge, but rather a lack in will.  
**Vince Lombardi**

Spirit has fifty times the strength and staying-power of brawn and muscle.  
**Mark Twain**

Be quick to praise people.  
**Bernard Mannes Baruch**

All human actions have one or more of these seven causes: chance, nature, compulsions, habit, reason, passion, desire.  
**Aristotle**

The greatest discovery of any generation is that human being can alter his life by altering his attitude.  
**William James**

What is a committee? A group of the unwilling, picked from the unfit, to do the unnecessary.  
**Richard Harkness**

An idea that excites, ignites.  
**Ron Kaufman**

When someone does something good, applaud! You will make two people happy.  
**Samuel Goldwyn**



The most difficult thing for individuals to do when they're part of the team is to sacrifice. Without sacrifice you'll never know your team's potential.

**Pat Riley**

The key to motivation is motive.

**Stephen Richards Covey**, *First Things First*

Motivation alone is not enough. If you have an idiot and you motivate them, now you have a motivated idiot.

**Jim Rohn**

There is little difference in people, but that little difference makes a big difference. The little difference is attitude. The big difference is whether it is positive or negative.

**W. Clement Stone**

Motivation is a fire from within. If someone else tries to light that fire under you, chances are it will burn very briefly.

**Stephen Richards Covey**

The most difficult thing for individuals to do when they're part of the team is to sacrifice. Without sacrifice you'll never know your team's potential.

**Pat Riley**

Individuals with great self-esteem will do great things....they're the ones others count on to boost results when the company needs it most.

**Rick Pitino**



## **Resolving Conflicts / Leveraging Conflict**

Never argue with an idiot. They drag you down to their level then beat you with experience.

**Dilbert**

Conflict is the gadfly of thought. It stirs us to observation and memory. It instigates us to invention. It shocks us out of sheep-like passivity, and sets us at noting and contriving, reflection and ingenuity.

**John Dewey**

Conflict is inevitable, but combat is optional.

**Max Lucado**

The aim of an argument or discussion should not be victory, but progress.

**Joseph Joubert**

If everyone is thinking alike then somebody isn't thinking.

**George Smith Patton Jr.**

Direct confrontation, direct conversation is real respect.

**Penn Jillette**

Honest disagreement is often a good sign of progress.

**Mahatma Gandhi**



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## Managing Dilemmas

One of the true tests of leadership is the ability to recognize a problem before it becomes an emergency.

**Arnold Glasow**

By harnessing your imagination you can focus on problems and opportunities in ways that lead to value-adding innovations. Those organizations which encourage employees to contribute ideas will always do better than those that do not. The reason is simple. Innovative organizations can still fail, as can innovative ideas. But innovative organizations will maximize their opportunities and find more creative solutions to their problems.

**Ed Bernacki**, Australian Author



## **Leaders Must Be People Developers**

Before you become a leader, success is all about growing yourself. When you become a leader success is all about growing others.

**Jack Welch**

You cannot succeed by yourself. It's hard to find a rich hermit.

**Jim Rohn**

The best way to add value to yourself is by adding value to other people.

**John Maxwell**

If I accept you as you are, I will make you worse; however, if I treat you as though you are what you are capable of becoming, I help you become that.

**Johann Wolfgang von Goethe**

The best of us are those who help the rest of us.

**Anthony Douglas Williams**

It is a fine thing to have ability, but the ability to discover ability in others is the true test.

**Elbert Green Hubbard**

The nobler sort of man emphasizes the good qualities in others, and does not accentuate the bad. The inferior does the reverse.

**Confucius**

Over sharpen the blade, and the edge will soon blunt.

**Lao-Tzu**

Everyone has huge creative capacities as a natural result of being a human being. The challenge is to develop them. A culture of creativity has to involve everybody not just a select few.

**Sir Ken Robinson**

Someone who is exceptional in their role is not just a little better than someone who is pretty good, they are 100 times better.

**Mark Zuckerberg**

People are your most valuable asset. Only people can be made to appreciate in value.

**Stephen Richards Covey**



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Continuous training of your employees, especially in the "soft skills" areas of teamwork, collaboration and working across boundaries, is the key to scaling every part of your business.

**Steven B. Howard**

Too many people overvalue what they are not and undervalue what they are.

**Malcolm Forbes**

The way to develop the best that is in a person is by appreciation and encouragement.

**Charles Schwab**

At times, our own light goes out and is rekindled by a spark from another person. Each of us has cause to think with deep gratitude of those who have lighted the flame within us.

**Albert Schweitzer**