



<b>What Do Managers Do?</b> (One to One Relationship)		<b>What Do Leaders Do?</b> (One to Many Relationship)	
<i>"Manage": To direct, control; to contrive or arrange</i>		<i>"Lead": To guide or direct; to influence or induce</i>	
<b>Planning</b>	<ul style="list-style-type: none"> <li>Defining goals,</li> <li>Establishing strategy,</li> <li>Developing plans to coordinate activities</li> </ul>	<b>Crafting a Vision</b>	<b>Exploration:</b> <ul style="list-style-type: none"> <li>Remaining open</li> <li>Prioritizing the big picture</li> </ul> <b>Boldness:</b> <ul style="list-style-type: none"> <li>Being adventurous</li> <li>Speaking out</li> </ul> <b>Testing Assumptions:</b> <ul style="list-style-type: none"> <li>Seeking counsel</li> <li>Exploring implications</li> </ul>
<b>Organizing</b>	<ul style="list-style-type: none"> <li>Determining what tasks are to be done,</li> <li>Who is to do them,</li> <li>How the tasks are to be grouped,</li> <li>Who reports to whom,</li> <li>Where decisions are to be made</li> </ul>	<b>Building Alignment</b>	<b>Clarity:</b> <ul style="list-style-type: none"> <li>Explaining rationale</li> <li>Structuring messages</li> </ul> <b>Dialogue:</b> <ul style="list-style-type: none"> <li>Exchanging perspectives</li> <li>Being receptive</li> </ul> <b>Inspiration:</b> <ul style="list-style-type: none"> <li>Being expressive</li> <li>Being encouraging</li> </ul>
<b>Directing</b>	<ul style="list-style-type: none"> <li>Motivating subordinates,</li> <li>Directing others,</li> <li>Selecting the most effective communication channels,</li> <li>Resolving conflicts</li> </ul>	<b>Championing Execution</b>	<b>Momentum:</b> <ul style="list-style-type: none"> <li>Being driven</li> <li>Initiating action</li> </ul> <b>Structure:</b> <ul style="list-style-type: none"> <li>Providing a plan</li> <li>Analyzing in-depth</li> </ul> <b>Feedback:</b> <ul style="list-style-type: none"> <li>Addressing problems</li> <li>Offering praise</li> </ul>
<b>Ensuring</b>	<ul style="list-style-type: none"> <li>Monitoring activities to ensure they are being accomplished as planned</li> <li>Correcting any significant deviations</li> </ul>		