Leadership has been described as a journey. Strong leadership requires the proper supplies and tools. But the traveler—the leader—himself also must be sufficiently prepared for the journey. In John Baldoni’s *The Leader’s Pocket Guide: 101 Indispensable Tools, Tips, and Techniques for Any Situation*, readers receive valuable lessons on improving leadership skills for any occupation, from manager to owner, shift supervisor to director. His book is also applicable to anyone in a leadership position, such as parent, coach, teacher or speaker. Baldoni separates these tips into three sections in his book: self, colleagues and organization. This format allows each lesson to be concise, engaging and feasible to facilitate while maintaining the desired objective.

In the first section of the book, Baldoni addresses the importance of self. Character is key. He states, “Integrity is the cornerstone of sound leadership…. [It] is not a process; it is a value that is practiced by individuals, managers, and employees alike.” Brand, followership, communication, accountability, presence and sense of accomplishment are crucial for a successful self.

The second section of the book focuses on colleagues. A good leader, Baldoni says, will build a cooperative team that can facilitate the demanding and ever-changing responsibilities of the company. Providing praise, training, troubleshooting and organization while exuding respect, positivism and support will enhance the cohesiveness of the team, and allow the leader to delegate projects.

In the third and final section of the book, Baldoni discusses the importance of leadership within the organization. Leaders should instill purpose within their organization and employees, working through the difficult stresses and ups and downs of any business. Authenticity and relevancy are important to the organization and execution is critical for effective leadership. Baldoni writes, “The irony of poor execution is that it is preventable.” A good leader will right their wrongs, listen to their employees and help manage conflict.

Baldoni’s text is written as a checklist with each suggestion or tip identified by number and listed into one of the three classifications of self, colleagues and organization. His format is organized and simple. Readers can appreciate each point as needed, and omit those that may not apply to their unique circumstance. He follows each strategy with a short sentence or phrase that summarizes the main idea. Self-assessment quizzes and action tips at the end of each section enable reflection and application.

The *Leader’s Pocket Guide* would be beneficial to new and experienced entrepreneurs, as well as managers and those in leadership positions. Baldoni’s book may also be useful in training employees in self-reflection or goal-setting opportunities.

**SUCCESS Points**

*From this book you’ll learn:*

- Good leadership depends on self, colleagues and organization
- Successful leaders know themselves mentally and physically
- Capable leaders realize that character and brand are more important than product or service
- Honesty, feedback and accountability build strong leadership skills
- Successful leaders need to “ground themselves” with solid relationships and good health habits

**SUCCESS Magazine Editor Rating:** ★ ★ ★ ★