

3 GOLDEN RULES

Ready to be the boss? Implement these ideas

Marsha Haygood
CAREER COACH AND
OWNER OF STEPWISE
ASSOCIATES, LLC



● **Expand your zone.** "I never went to the bathroom on the same floor more than once a day," says Haygood, a former executive at New Line Cinema. While in the ladies' room, ask, "How's it going down here?" to get the industry scoop.

Elaine Meryl Brown
FORMER VP, CREATIVE
SERVICES, HBO



● **Master the quick pitch.** Whether selling a new idea or requesting to attend an expensive conference, say it in 30 seconds or fewer. "Attention spans are short these days," says Brown, "so emphasize what's in it for them."

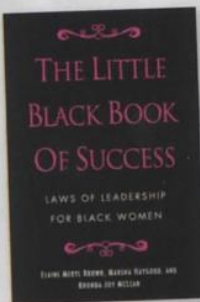
Rhonda Joy McLean
DEPUTY GENERAL
COUNSEL, TIME INC.



● **Listen, then speak.** "If you can't hear what they're saying, you cannot reach a successful win-win solution," says McLean. "An effective listening course changed my life because I had to repeat what the other person said before I could respond."

Taking Charge

It's in our DNA to be bold, fearless, audacious leaders. Gain a mentor in your pocket with *The Little Black Book of Success* BY TANISHA A. SYKES



Discover your top brass potential.

But leadership is about more than nabbing the top spot. It's having the ability to create a vision, inspire teamwork, and take action—even in the face of adversity. Marsha Haygood, Elaine

Your boss is fierce. She comes up with great ideas, directs meetings, and completes major projects ahead of schedule.

But leadership is about more than nabbing the top spot. It's

Meryl Brown and Rhonda Joy McLean—all high-powered professionals with 90 years of work experience combined—believe they've come up with just the right formula to help women of color tap the commander within. *The Little Black Book of Success: Laws of Leadership for Black Women* (One World/Ballantine), coauthored by the three women, will help you improve your corporate game and use racism as a motivator. It offers invaluable insight for anyone ready to step up and take the reins.

“Even when the most horrible thing happens, wait 24 hours, talk to trusted sources, then respond.” —Rhonda Joy McLean

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