

The Top 10 Successful traits of Executive Professionals

One of the most important ingredients of success is knowing how to get along with yourself.

Executive professionals work in different industries and have a wide variety of responsibilities. There are as many definitions of the role of Executive Professional as there are varying services, industries, cultural influences and company sizes. The paths that executives take on their journeys to leadership can be as varied as the executives themselves.



The roles that Executive Professionals have are diverse responsibilities depending on many different factors. However there are 10 top successful “traits” identified as being universally prevalent in Executive Professionals.

1) Natural “Reader” and “Assessor” of individuals.

‘Reading’ and ‘assessing’ an individual accurately comes from intuition and personal experience. Having this skill will help an Executive in communicating with individuals within the workplace, benefiting the organisation.

2) Self-Assured and Confident.

An influential Executive has the ability to trust their own judgment when making decisions and to present themselves in a assured and assertive manner. This skill comes from the ability of being able to communicate and reflect upon oneself.

3) Fearless about taking risks and stepping into the unknown.

An Executive needs to be able to step out of their comfort zone and to not allow fear of what might happen stop them from making decisions that could benefit the business. Having the ability to step into the unknown is critical, as this is where change happens. Executives need to be able to thrive on change and adapt to constant rescheduling, reorganising, and re-doing.

4) Emotional Intelligence.

Emotional Intelligence is critical for success in an Executive role. An Executive being able to communicate and understand their emotions is a challenging but important skill. This is so their emotions do not get in the way of decisions that need to be made for the best interest of the business. This skill is intended to come from a mature and professional behaviour regardless of pressures, demands, changes and misunderstandings.

5) Connecting Formal Learning to Real Business Situations.

Having the ability to be able to associate learning to real business situations is critical. Formal learning can only take you so far, but it is only when you have the ability to be able to apply this to real-life situations where a real difference to the business can be seen.

6) Self-Management Capability.

This is an important skill to have for an Executive, as they need to be able to manage their own time and workload without a manager or supervisor. Thus, they need to have a self-directed plan of goals they want to achieve and be self-motivated to achieve these.

7) Commitment to Personal Development and Learning.

Executives must be willing to be open to learn more about oneself. This is critical in helping them to make decisions and to manage their job role. The ability to be open to want to learn about oneself holds no restrictions as to what they are capable of doing elsewhere.

8) Exceptional Organisational Skills.

An Executive is able to keep track of the projects being worked on, managing individuals, events, tasks and meeting their own goals and deadlines. This is a skill that is needed and is non-negotiable due to the demands of the job role.

9) Strong Listening Skills.

Executives are able to listen with an open mind, without judgement or preconceived ideas as to what will be said. This is essential for the depth of understanding needed in strong support and to then make appropriate decisions on what is being heard.

10) High Energy.

Executives have an impressive high energy doing whatever it takes to get their job done to the best of their ability. Their position will demand the ability to run marathons for the long- term. In order to have this skill, an executive needs to be able to balance their work with taking care of their bodies and minds by scheduling time to exercise, reflect, sleep and eat.

Dr. Lalitaa

www.DrLalitaa.com