



Solutions Kept Simple

The Personal Side of Leadership

Lead

*Go Forth.
Go Beyond.*

*Tell us what you have seen.
Share your dreams.*

*Now Lead:
With Focus,
With Purpose.*



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The Personal Side of Leadership

Agenda & Notes

Introduction

Welcome

Triangle of Leadership

Part I & Part II

Exercise: Goals: How often are you setting goals?

The 4 Rules

Respect

Participation

Positive

Fun

Who are your leaders

The Value of Values

Values Exercise:

Decision making using your values

Goals Exercise

Leadership & The Four Rules

Leadership & The Four Agreements (based on the book by Don Miguel Ruiz)

Be impeccable with your word

Don't take things personally

Don't make assumptions

Do your best

Developing Leadership Strengths

From the book, The Personal Side of Leadership

Looking out for you

Interactive Workshop: Personal Side of Leadership Challenge **(Bring worksheets)**

Rate your Strengths

Action Plan for developing leadership strengths

Conclusion:

Triangle of Leadership

Leadership is about Continuous Improvement

OK to take time for yourself

*“Plan For Success
&
You Will Be Successful”*



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Four Rules for Every Meeting

The 4 Rules

- **Respect**
 - Treat everyone with respect.
 - Everyone treats participants with respect
- **Positive**
 - All comments are kept in a positive vein
 - There is no room for negativity
- **Participation**
 - Everyone participates
 - Life is a Participatory Sport
 - So is this meeting
- **Fun**
 - Positive attitude.

Four Rules & The Personal Side of Leadership

- **Respect**
 - Treat yourself with respect.
 - Have confidence in yourself
- **Positive**
 - Positive image of yourself
 - Positive “I Can Do It”, “I am Successful” Attitude
 - Permission to be successful
 - Positive Outlook, Positive Attitude.
 - What kind of magnet are you? Positive or Negative
 - Do you like to complain?
 - There is no room for negativity
- **Participation**
 - Life is a Participatory Sport, Make it an adventure
 - Permission to take a chance
 - Passion vs. Enthusiasm
 - Be passionate
 - Let the enthusiasm flow
- **Fun**
 - Have fun
 - Enjoy what you do, Do what you enjoy
 - Do you like to complain?
 - Positive attitude: Remember the Magnets
 - Make it easy for people to work with you



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The Value of Values

What are your values?

The easy decision isn't always the right decision.

The right decision isn't necessarily the easy decision.

When you know your values,
it is easier to make those tough decisions.

What are your core values and beliefs?

Tough Decisions & Dad's Rule

If they can be rude enough to ask,
You can be rude enough to say, "No".

***Know your values, and
Know what is important to you.***

***Don't compromise your values.
Don't ever settle for less.***

Refer to the Values Exercise

Review the list of values

Rank the values



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The Four Agreements,

by Don Miguel Ruiz (Amber-Allen Publishing, 1997)

1. Be impeccable with your word
 - What you say
 - What you hear
 - What you accept
2. Don't take things personally
 - It is about them, not you
3. Don't make assumptions
 - Making assumptions violates the first agreement
 - If you don't know, seek the truth
4. Do the best you can
 - Accept that you will make mistakes
 - At the end of the day, recognize your mistakes or shortcomings
 - Resolve to do better tomorrow

The Four Agreements & The Personal Side of Leadership

1. Be impeccable with your word
 - Reputation & Integrity
 - Honesty
 - Trust
 - Self-respect & Self Confidence
2. Don't take things personally
 - Dealing with others
 - Personal sanity
3. Don't make assumptions
 - Reputation & Honesty
 - Looking out for yourself before taking on responsibility for others
4. Do the best you can
 - Self-Support & Self-Encouragement
 - Continuous Improvement

Develop Your Personal Leadership Strengths

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Personal Leadership Challenge: Continue to Challenge Yourself

Personal Leadership is about Continuous Improvement

Confidence: You are a Leader

Be a Leader

Give yourself permission to lead

Believe in yourself

Have Confidence in yourself.

Stay Fresh

Mix it up (Try something different)

Recharge your battery

Most important 5 minutes of your day

Dare to Dream

Vision & Goals

Can you say no?

Challenge yourself

I can challenge you.

It is only meaningful if you challenge yourself



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Points to ponder:

How will people respect you,
if you don't respect yourself?

How will people look up to you,
if you don't see yourself as being good?

How can people have confidence in you,
if you don't have confidence in yourself?

Remember: Attitudes are like magnets

Positives attract

Negatives repel

What kind of magnet are you?

Remember Dad's Rule for dealing with Rude People:

If they can be rude enough to ask,

You can be rude enough to say NO

The toughest leadership challenge you will ever face
is to be honest with yourself.



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Recommended reading:

The Four Agreements

By Don Miguel Ruiz

The Last Lecture

By Randy Pausch, Ph.D.

The One Minute Manager

By Kenneth Blanchard and Spencer Johnson

A Whack on the Side of the Head

By Roger Von Oech, Ph.D.

Gung Ho

By Ken Blanchard and Sheldon Bowles

It's Your Ship

By Captain D. Michael Abrashoff

First Break All the Rules

By Marcus Buckingham and Curt Coffman

You Don't Need a TITLE to be a Leader

By Mark Sanborn

Manifest Your Destiny

By Wayne Dyer

Fish

By Stephen C. Lundin, Ph.D., Harry Paul and John Christensen

Zapp! The Lightning of Empowerment:

By William Byham, and Jeff Cox



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Exercises:

Exercise 1: Continuous improvement challenge: How often are you setting goals?

Exercise 2: Who are your Leaders?
What are their Leadership Traits?

Exercise 3: Value of Values
What are your values and beliefs?

Exercise 4: How Good Are You?
Affirmations:

Exercise 5: Personal Side of Leadership Challenge
Challenge yourself
Strategy for Building Strengths



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Exercise 1: Continuous Improvement Challenge:

How often are you setting goals?

Daily

Weekly

Monthly

Annually

What are your goals for today's program?

What were your goals for the conference?

Leadership Challenge: Challenge yourself:

Identify 5 ideas that can make you a more effective leader.



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Exercise 2: Leaders in your life:

Who are the leaders in your life?	What are their Leadership Traits that you respect?
	1. 2. 3.
	1. 2. 3.
	1. 2. 3.



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Exercise 3: The Value of Values

What are your core values and beliefs?

Personal Values Exercise					
Values		Rate the values			
		A	B	C	Not a value
1	Acceptance				
2	Adventure				
3	Altruistic				
4	Ambition				
5	Amiable				
6	Analytical				
7	Caring				
8	Community				
9	Competence				
10	Conformity				
11	Continuous Improvement				
12	Cooperation & Collaboration				
13	Courage				
14	Curiosity				
15	Decisive				
16	Direct				
17	Discretion				
18	Driver				
19	Efficiency				
20	Energy/Energetic				
21	Enthusiastic				
22	Environmental				
23	Equality				
24	Ethics				
25	Excitement & Commotion				
26	Expressive				
27	Extrovert				
28	Fair & Just				
29	Follower				
30	Fun				
31	Guarded				
32	Health				
33	Honesty				
34	Honor				
35	Humility				
36	Independence				
37	Inner peace				
38	Integrity				
39	Intelligence				
Values		Rate the values			



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		A	B	C	Not a value
40	Introspective				
41	Knowledge				
42	Leader				
43	Listening				
44	Logic				
45	Love				
46	Loyalty				
47	Make a difference				
48	Motivation				
49	Open				
50	Organized				
51	Originality				
52	Passionate				
53	Positive Attitude				
54	Power				
55	Professional				
56	Punctual				
57	Recognition/Fame				
58	Reliable				
59	Respect				
60	Security				
61	Sense of Wonder				
62	Sincerity				
63	Spirituality/Faith				
64	Strength				
65	Structure				
66	Student				
	Continuous Learning				
67	Support				
68	Teacher				
69	Team member				
70	Trust				
71	Understanding				
72	Vision				
73	Wealth				
74	Wisdom				
	Add other values here				



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Your Personal Top Ten List

Strength & Courage

Know what you stand for. Know what you believe in

Exercise: What are your core values and beliefs?

Prioritize your Personal Values

Prioritize the Values with an “A” ranking

Top Ten Personal Values	
Prioritized Values	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	



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Match your Goals with Your Values

Goals & Values Worksheet		
	Goals: Personal & Career	Supporting your values: How do your goals support your values?
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Values exercise: Use your values to make a decision:

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Installing a new furnace and air conditioner in your house, the contractor asks if you want a city permit for it. This means if you follow the law and get the permit to install a new furnace and air conditioner your property taxes will probably go up.

If you do not get the permit the chances of getting caught are minimal and your property taxes will not go up due to the new furnace and A/C unit.

What do you do?

Now look at your prioritized values and see if your decision stays the same or if you change it.

Explain your answer and thought process for getting to your answer.



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Exercise 4: How Good Are You?

How good are you?

What are you good at?

1

2

3

4

5

Acknowledge your strengths with affirmations:



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Exercise 5: Personal Side of Leadership Challenge

Challenge yourself

Strategy for Building Strengths & Self Improvement

Leadership Skills Evaluation

Personal Leadership Categories		Current Rating: 1 to 7	Personal Leadership Categories		Current Rating: 1 to 7
1	Define yourself		23	Strongest tool in the world (Smile)	
2	Be a leader		24	Pumping oxygen to your brain (Laugh)	
3	Be a winner		25	Challenge Yourself	
4	Passion vs. Enthusiasm		26	What are you looking for (Positive vs. Negative)	
5	Value of Values		27	Having fun yet	
6	Best investment you can make (Believe in yourself)		28	Play first, work later	
7	Confidence in yourself		29	Be a friend to yourself (self encouragement & support)	
8	Making the tough decision		30	I feel good (Self Image)	
9	Carpenter's Rule of Leadership		31	Make a mistake	
10	Listen with your heart		32	Mix it up (Try something different)	
11	Dare to dream		33	Recharge your battery	
12	Listen to the silence		34	Most important 5 minutes of your day	
13	Plan for success		35	Two glasses of wine (Make time for friends & Family)	
14	What is important		36	Take life lightly	
15	Stay focused		37	Reward yourself	
16	Who is controlling your day		38	Nourish your brain	
17	The Scout Motto: Be Prepared		39	What kind of magnet are you	
18	Listen to the leader		40	Make time for you	
19	Lasting impressions		41	Grab for the gusto	
20	Protect your reputation		42	Be Creative, Be Flexible	
21	Remember to sign your name		43	Support system	
22	Keep a clear conscience				



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Personal Side of Leadership Challenge: 30 Day Action Plan

	Personal Leadership Category	Rating: Actual vs. Desired	Action Steps for improvement	Follow up date	Rating - Follow up Date
1					
2					
3					
4					