

“Professional Leadership Development”

Lessons in Leadership

“No one has a right to come into this world and then leave it without first leaving behind a distinct and legitimate reason for having passed through it.” George Washington Carver:

A Leader’s FOCUS

The power of FOCUS

This separates the good from the _____.

F: _____ things _____!

Keep the main thing the main thing.

“Until a person gets his priorities in life straight, everything else is going to be out of order.”

Billy Graham

O: _____ **Be Intentional...**

Do unto others as you would have them do to you... **BUT... you do it first!**

Try to “out serve” one another.

It is stillness that kills us.

People don’t care how much you know, until they know how much you care... about THEM.

*Humility is not thinking less of yourself,
it’s thinking of yourself less.*

“If you help other people get what they want out of life, you can have whatever you want out of your life.”
Zig Ziglar

C: _____

“Are you on the inside what you claim to be on the outside?”

Is there a “GAP” between what you say your beliefs are, and what you do?

C: _____

95% of all problems can be boiled down to the lack of clear communication.

Clarity is a Rarity!

“What are the key ingredients for success? The ability to PLAN, ORGANIZE, and COMMUNICATE 85% of your success will originate from your people skills – attitude, enthusiasm, self-discipline; only 15% will be due to your technical skills.”

C: _____

“Act your WAGE!”

75% of American’s live paycheck to paycheck.

86% of divorces are from financial mismanagement.

62% of Americans do not have \$_____ in the bank.

“Our life is made of choices, and our choices make our life.”

Contentment comes from an Attitude of Gratitude. Stop playing the comparison game. Compare leads to despair.

Life is all about what you want and what you’re willing to give up?

You are where you are today... because of the choices YOU have made.

U: _____ Seek wisdom!

“Anticipate the Pitch”

You are never too old to learn something new... or look stupid.

“If you’re not learning, you’re not changing. If you’re not changing you’re not growing. If you’re not growing you’re not living. If you’re not living... you’re dead.”

“The more you learn, the more you earn.”

“Leaders are readers and readers are leaders.”

“With new information comes new inspiration.”

58% of American adults do not read another book after graduating high school.

Don’t let limitless information limit you. _____ are your greatest limiting factor!

S: Go to the _____ “*Just nip it! Nip-it-in-the-bud!*”

Great American Philosopher- Barney Fife

A leader MUST confront problems!

A hard thing about business is minding your own.

Criticize in private and PRAISE in public.

Leaders confront problems head on. Don’t allow things to fester and grow! Even the smallest misunderstanding or wrongful action can snow ball into a major problem.

Be S _____, frequent, and G _____ with your praise.

The worst thing you can say is “Good Job.” Be specific!

S: Consider the _____

“Nobody raises his own reputation by lowering others.”

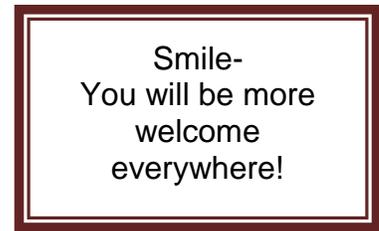
“He who throws mud, loses ground.”

“I wish I had more people in my life that would lie to me.” Said, “No One,” EVER!

A recent study found “Women who gain weight later in life tend to live longer.....than the men who noticed it.”

S: _____

Give every living soul you meet the best smile you ever smiled in your life. See how much better you will feel and look.



S: _____

Take time to recharge your batteries. You cannot take care of others until you have taken care of yourself.

Be the REAL deal!

Pride comes before destruction.

“If you don’t have an enemy within. The enemy outside can do no harm.”

You have to let go to grow.

Surround yourself with people that are better than you...“A” players hire “A/A+” players. “B” players hire “C” players.

The power to P_____.

“Triumph is just “umph” added to try.”

“If the going gets easy, you may be going downhill.”

People don’t fail, they give up.

One of the main weaknesses of mankind is the average man’s familiarity with the word “impossible.”

He knows all the rules which will NOT work. He knows all the things which CANNOT be done.

Success is past the splat!

'Opposition is a natural part of life. Just as we develop our physical muscles through overcoming opposition - such as lifting weights - we develop our character muscles by overcoming challenges and adversity.' Stephen Covey

“Success: getting up one more time than you fall down.”

Die _____

4 Basic Personality Types

| Outgoing/ Task Oriented | Outgoing/ People Oriented |
|---|--|
| Bold Direct Dominant Demanding Competitive Being in Charge <i>Needs: Results</i> <u>Battleship</u> | Expressive Friendly Outgoing Emotional Approval Influence <i>Needs: People</i> <u>Cruise Ship</u> |
| Reserved/ Task Oriented | Reserved/ People Oriented |
| Technical Cautious Logical Consistent Excellence Detailed <i>Needs: Quality</i> <u>Submarine</u> | Supportive Steady Team player Service Sincere Loyal <i>Needs: Cooperation</i> <u>Sailboat</u> |

Battleship- ask "what" questions. "Workers" value achievement and fear loss of control. Use these words: Control - Flexibility - Work - Bottom line - Power - Challenge - Speed Money - Functional - Results - Goals - Options - Hands on - Quickly Freedom – Immediately

Cruise Ship- ask "who" questions. "Talkers" value recognition and fear loss of prestige. Use these words: Fun - Entertaining - Creative - Friendly - Simple - Incredible Exclusive - Improved - Prestige - New - Ultimate - Spontaneous Exciting - Enjoyable - Cash – Adventure.

Sailboat- ask "how" questions. "Watchers" value appreciation and fear conflict. Use these words: Support - Service - Family - Harmony - Dependable - Caring Cooperation - Helpful - Easy - Sincere - Love - Kindness - Concern Considerate - Gentle – Relationship

Submarine- ask "why" questions. "Thinkers" value accuracy and fear being viewed as incompetent. Use these words: Safe - Scientific - Proven - Value - Learn - Guaranteed - Save Bargain - Economical - Quality - Logical - Reliable - Accurate Perfect - Security - Precise – Efficient

Becoming a Better Communicator

1. Firm _____

- ✓ Shake hands firmly. This fosters confidence and also shows that you genuinely care about people, making them want to connect with you as well.

2. Good _____

3. Genuine _____ on your face.

- ✓ First impression is essential. Make it unforgettable.
- ✓ Be enthusiastic and outgoing. Smile and make eye contact when you greet people

4. Know and remember person's _____

- ✓ We love to hear our own name.
- ✓ Use word association to help remember. Something they do or some notable characteristic.
- ✓ Repeat their name during conversation to help remember.

5. Find a common _____

Find a reason to connect.

- ✓ Did you grow up in the same state/ area?
- ✓ Have you been to their home town?
- ✓ Are you and avid fan of a similar team/ sport as well?

People need to feel like they are understood and rapport is instantly built on a foundation of common experience. Find a common bond... then find another then another.

6. Identify an obvious _____ in the individual and affirm it.

- Everyone possesses a positive trait. Find out something good and highlight it over the course of the conversation.
- Be careful: Remember there is a difference between schmoozing and sincerity. People can discern a fraud, so don't be one.

Remember, people want to associate with winners. If you act like you believe in yourself and are convinced of your own success, people will then more readily partner with you in your pursuits