

## **LEADERSHIP TEXT OUTLINE**

### **YOU POSSESS THE ABILITY TO LEAD**

- Leaders: Born or Made?
- Leadership and You
- Leadership Comes from Within
- Strengthen Your Strengths
- Enjoy the Journey

### **PREPARATION FOR LEADERSHIP**

- Success Comes from Within
- The Secret of Success and Happiness
- Authority and Power
- Directing Change
- Assessing Your Strengths
- An Additional Assessment
- The Choice is Yours

### **A PRODUCT OF THE PAST**

- Behavior and Conditioning
- Influence from Family
- Positive Conditioning
- Social Acceptance
- The Fear of Mistakes
- The Value of Mistakes

### **UNDERSTANDING AND AFFIRMING YOUR “SELF”**

- The Importance of Understanding You
- Your Three “Selves”
- Your Three “Selves” in the Workplace
- Focusing on the Positive
- Affirming Your “Self”
- The Ladder of Success

### **GOAL SETTING FOR SUCCESS**

- Do You Know Where You’re Going?
- The Goal-Setting Process
- The Six Components of the Goal Setting Process
- Four Types of Goals
- Key Criteria for Effective Goal Setting
- Effective Use of a Goal Planning Sheet
- Obstacles to Your Success
- Overcoming Obstacles and Taking Action
- The Importance of Goals

## **LEADERSHIP TEXT OUTLINE**

### **BUILDING SUCCESS ATTITUDES AND HABITS**

- Developing Habits
- Attitudes
- Building Positive Habits for Positive Results
- Overcoming Obstacles to Change

### **TURNING SOLUTIONS INTO ACTIONS**

- The Importance of Action Steps
- Procrastination
- Managing Worry
- Managing Frustration
- Courage

### **MANAGING YOUR TIME**

- Concept of Time Management
- Common Enemies of Time
- Overcoming Procrastination
- Don't Make Excuses
- Don't Wallow in Regrets
- Designing a Time Program that Works
- Planning with a Purpose
- Making the Most of Your Time
- Delegation and Management

### **COMMUNICATION AND HUMAN RELATIONS**

- The Potential for Miscommunication
- Successfully Communicating Ideas
- The Emotional Content of Communication
- Principles of Successful Communication
- Active Listening
- Building Relationships Through Communication

### **MOTIVATION**

- Leadership Through Motivation
- Emotion and Logic
- Human Needs
- Methods of Motivation
- Cost/Benefit Analysis

## **LEADERSHIP TEXT OUTLINE**

### **DECISION MAKING AND PROBLEM SOLVING**

- Decisions, Habits, and Attitudes
- Making Quality Decisions
- The Elements of the Decision Making Process
- A Final Word

### **CONTINUING YOUR LEADERSHIP GROWTH**

- Today's Challenge
- Self-Evaluation
- Maintaining the Habit of Goal Setting and Achieving
- Commitment to Growth
- Be an Individual
- There is No Age Limit!
- You've Only Just Begun!

# **LEADERSHIP ACTION PLAN OUTLINE**

## **INTRODUCTION TO PERSONAL ACHIEVEMENT**

The Nature of Goal Setting  
Your Action Plan—An Overview  
Guidelines for Initial Goal Setting

## **DREAM INVENTORY**

Introduction to Dream Inventory  
Dream Inventory  
Checkpoint

## **SELF-EVALUATION**

The Total Person  
Life Wheel

## **MENTAL DEVELOPMENT**

Self-Evaluation Questionnaire  
Past Achievements/Mental Strengths  
“Where I Stand Now” Narrative  
Goal Categories

## **SOCIAL DEVELOPMENT**

Self-Evaluation Questionnaire  
Past Achievements/Social Strengths  
“Where I Stand Now” Narrative  
Goal Categories

## **PHYSICAL DEVELOPMENT**

Self-Evaluation Questionnaire  
Past Achievements/Physical Strengths  
“Where I Stand Now” Narrative  
Goal Categories

## **FINANCIAL/CAREER DEVELOPMENT**

Self-Evaluation Questionnaire  
Past Achievements/Financial/Career Strengths  
“Where I Stand Now” Narrative  
Goal Categories

## **FAMILY LIFE DEVELOPMENT**

Self-Evaluation Questionnaire  
Past Achievements/Family Life Strengths  
“Where I Stand Now” Narrative

Goal Categories

## **LEADERSHIP ACTION PLAN OUTLINE**

### **ETHICS AND BELIEFS DEVELOPMENT**

Self-Evaluation Questionnaire  
Past Achievements/Ethics and Beliefs Strengths  
“Where I Stand Now” Narrative  
Goal Categories

### **SETTING GOALS AND ESTABLISHING PRIORITIES**

Introduction  
Mental Development  
Social Development  
Physical Development  
Financial/Career Development  
Family Life Development  
Ethics and Beliefs Development  
Checkpoint

### **GOAL PLANNING SHEETS**

Instructions  
An Example  
Goal Planning Sheets  
Final Checkpoint

### **ORGANIZATIONAL GOALS PROGRAM**

Overall Organizational Goals  
Departmental/Divisional/Team Goals  
Position Description  
Instructions  
Worksheet

### **PRODUCTIVITY**

Definition of Productivity  
Evaluation Questionnaire – Productivity  
Goal Categories – Productivity  
Setting Goals and Establishing Priorities – Productivity  
Setting and Planning Goals – Productivity

## **LEADERSHIP ACTION PLAN OUTLINE**

### **TIME MANAGEMENT**

- Time Analysis Instructions
- Time Evaluation Matrix
- Time Summary Form
- Evaluation Questionnaire – Time Management
- Goal Categories – Time Management
- Setting Goals and Establishing Priorities – Time Management
- Setting and Planning Goals – Time Management

### **GOALS SUMMARY**

- Instructions
- Goals Summary Sheets

### **GOALS ACCOMPLISHED**

- Instructions
- Goals Accomplished Summary Sheets