

Work/Life Balance: Taking Charge through Self-Leadership



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Self Leadership

What do you want your like to look like?

Interviewed several leader's with the similar question of "What do you consider an area that you need to work on?"

Two answers, _____ and _____.

Who has the most influence on you? _____ !

Finish the Race--Principles for Effective Self Leadership

Living life well can be far more certain if you practice the following principles.

1. Self Leadership Means _____ what is important to you.

Make clarity your commitment. Getting crystal clear on what is important to you and then be committed to those things. It says "This is who I am and what I am about".

If you don't know what is important to you there is a tendency to do the things that aren't.

2. Self Leadership Means _____ what is important to you

The very first thing that should be scheduled in your day is the most important thing to you.

If you want to feel good about you, you have to do things you feel good about. We all know privately what we should be doing, may not want to do it, but know we should.

3. Self Leadership Means _____ What is Important to You

You can know it, schedule it but the real win comes when you do it. Make action your asset.

4. Self Leadership Means _____ what is important to you

Finish it, take it to completion. Following is a list that will help you complete:

- Get clear on the outcome, what is the end result
- Develop your race, the best way for you to complete
- Keep your pace
- Adjust your attitude
- Celebrate your victory – this sets you up for your next initiatives.

5. Self Leadership Means to _____ how you are doing in the areas of what is Important to You

Make improvement your initiative. Success is growth and using all of your past experiences as stepping stones for further success.

6. Self Leadership Means _____ from Your Mistakes

7. Self Leadership Means _____ it Simple

Live below your means and it will give you time for happiness.

5 years from now you will arrive. The question is where. Your personal leadership decisions today will impact your tomorrows. Your choices today will determine your future outcome.

Making Failure Your Friend

You are either failure resistant or failure resilient.

--Todd Duncan

I always felt that although someone may defeat me, and I strike out in a ball game, the pitcher on the particular day was the best player. But I know when I see him again, I'm going to be ready for his curve ball. Failure is part of success. There is no such thing as a bed of roses in your life. But failure will never stand in the way of success if you learn from it.

--Hank Aaron

You're not judged by the number of times you fail but by the number of times you succeed. The number of times you succeed is in direction proportion to the number of times you fail and keep on trying.

--Tom Hopkins, *How To Master The Art of Selling Anything*

The greatest mistake in life is to continually fear you will make one.

--Elbert Hubbard

You can live on bland food so as to avoid an ulcer; drink no tea or coffee or other stimulants in the name of health; go to bed early and stay away from nightlife; avoid all controversial subjects so as never to give offense; mind your own business and avoid involvement in other peoples' problems; spend money only on necessities and save all you can.

You can still break your neck in the bathtub, and it will serve you right

Strong people make as many and as ghastly mistakes as weak people. The difference is that strong people admit them, laugh at them, and learn from them. That is how they become strong.

--Alan Loy McGinnis, *Bringing Out the Best in People*

Too many people, when they make a mistake, just keep stubbornly plowing ahead and end up repeating the same mistakes. I believe in the motto, 'Try and try again.' But the way I read it, it says, 'Try, then stop and think. Then try again.'

--William Dean Singleton

When I was a child my mother said to me, 'If you become a soldier, you will become a general; if you become a monk, then you will end up as pope.' Instead I became a painter and wound up as Picasso.

--Pablo Picasso

Learn from the mistakes of others as much as possible because you will never live long enough to make them all yourself.

--Todd Duncan

If you want to double your success rate, double your failure rate.

--Thomas Watson, Former president, IBM

Don't waste energy trying to cover up failure. Learn from your failures and go on to the next challenge. It's okay to fail. If you're not failing, you're not growing.

--H. Stanley Judd

Steps to Successful Living – Ben Franklin Ladder to Success

1. Create clearly defined objectives/expectations in all areas of our life.
2. Create a good plan for your objectives.
3. Religion is a powerful regulator of human behavior .
4. Correct action depends upon correct opinion.
5. Be a servant leader v.s. a self-serving leader
6. Without honesty there can be no happiness.
7. Possession of health makes all things easier
8. Happiness springs from the attitude – it is a choice you get to make every minute of your life.
9. Life is immeasurable more satisfying to those who get along with others
10. Family first

Where Do You Spend Your Time?

Time Matrix

| | Urgent | Not Urgent |
|---------------|---|---|
| Important | <p>I</p> <p>Necessity</p> <p>Crisis Pressing Problems Deadline Driven Computers Breaking Down Some Phone Calls</p> | <p>(BIG ROCKS)</p> <p>II</p> <p>Productivity and Balance</p> <p>Preparation Values Clarifying Planning Relationship Building Empowerment Projects</p> |
| Not Important | <p>III</p> <p>Deception (you think it is important)</p> <p>Interruptions Unnecessary Reports Unimportant Messages, Meeting or Phone Calls Some Projects</p> | <p>IV</p> <p>Waste and Excess</p> <p>Trivia Busy work Time wasters "Escape" activities Irrelevant Mail Excessive TV and Video Games</p> |

Fill In Your Quadrants:

| | Urgent | Not Urgent |
|----------------------|---------------|-------------------|
| Important | I | II |
| Not Important | III | IV |

1. How do you feel when you spend time in this quadrant?
2. What is the long term impact when spending time in this quadrant?

Personal Inventory

| | |
|---|--|
| <p>Emotional Checklist</p> <ul style="list-style-type: none"> <input type="checkbox"/> I remain open when my ideas and beliefs are challenged. <input type="checkbox"/> I am not afraid to feel. <input type="checkbox"/> I have taken an Emotional Intelligence Test. <input type="checkbox"/> I am intimate with special people in my life(spouse, family, friends). <input type="checkbox"/> I have openly addressed past hurts. <input type="checkbox"/> I am not bitter and do not harbor anger at anyone. <input type="checkbox"/> I am not afraid to cry. <input type="checkbox"/> I remain comfortable around others who share their emotions. <input type="checkbox"/> I set healthy boundaries with myself and others. <input type="checkbox"/> I share my anger in a healthy way. | <p>Mental Checklist</p> <ul style="list-style-type: none"> <input type="checkbox"/> I read one book per month that encourages me to grow. <input type="checkbox"/> I debate subjects — not argue them — in a controlled, courteous manner. <input type="checkbox"/> I listen actively. <input type="checkbox"/> I know and understand my personality style. <input type="checkbox"/> I meditate or pray. <input type="checkbox"/> I expand my mind to learn other points of view. <input type="checkbox"/> I acknowledge that I don't know what I don't know (blind spots). <input type="checkbox"/> I'm aware of my self-defeating behavioral patterns. <input type="checkbox"/> I share personal issues with a close few. <input type="checkbox"/> I attend conferences for personal and professional growth each year. |
| <p>Physical Checklist</p> <ul style="list-style-type: none"> <input type="checkbox"/> I know my weight requirements and live within my limits. <input type="checkbox"/> I exercise three times a week for 20 minutes per session. <input type="checkbox"/> I drink at least six to eight glasses of water per day. <input type="checkbox"/> I have had a blood chemistry analysis and my cholesterol levels are within proper limits. <input type="checkbox"/> I have no addictions (drugs, alcohol, tobacco, caffeine, bad eating habits, sex, gambling). <input type="checkbox"/> I have a complete medical check-up each year. <input type="checkbox"/> I sleep at least six to eight hours each night. <input type="checkbox"/> I take quality vitamins daily. <input type="checkbox"/> I practice stress-relieving techniques. <input type="checkbox"/> I know and respond to my body when something isn't right. | <p>Spiritual Checklist</p> <ul style="list-style-type: none"> <input type="checkbox"/> I have a passion to know God. <input type="checkbox"/> I am generous. <input type="checkbox"/> I know and use my spiritual gifts. <input type="checkbox"/> I have no false images. <input type="checkbox"/> I see evidence in my life that God is changing me. <input type="checkbox"/> I know where I will go after death. <input type="checkbox"/> I practice compassion and unconditional love. <input type="checkbox"/> I have a hunger for spiritual truth. <input type="checkbox"/> I have found spiritual peace. <input type="checkbox"/> I practice forgiveness, and there is no one that I have not forgiven. |

Vision and Mission Checklist

- I have a written vision statement.
- I have a written mission statement.
- I have memorized and can quote my vision and mission statements.
- My vision and mission statements are short, precise, and passionate.
- Others embrace my vision and mission.
- I have projected my vision five years into the future in words and in numbers.
- I stay focused and keep others focused on the vision.
- Each and every decision is filtered through my vision and mission.
- My visualization of success is stronger than my doubts and fears.
- I hire or associate myself with passionate people who believe in my vision/mission.

Sharpening Your Saw

- 1. Under each heading list ways you might renew yourself. Keep them simple and be sure you choose things our really have an interest in.
- 2. Look for ways you might be able to combine activities to bridge more than one dimension.
- 3. Set a time/date when you will actually follow through with these.

| | |
|----------------------------|----------------------------|
| Emotional Checklist | Mental Checklist |
| Physical Checklist | Spiritual Checklist |

12 Rules for Self-Leadership:

1. Set goals for your life; not just for your job. What we think of as “meaning of life” goals affect your lifestyle outside of work too, and you get whole-life context, not just work-life, each feeding off the other.
2. Practice discretion constantly, and lead with the example of how your own good behavior does get great results. Otherwise, why should anyone follow you when you lead?
3. Take initiative. Volunteer to be first. Be daring, bold, brave and fearless, willing to fall down, fail, and get up again for another round. Starting with vulnerability has this amazing way of making us stronger when all is done.
4. Be humble and give away the credit. Going before others is only part of leading; you have to go with them too. Therefore, they’ve got to want you around!
5. Learn to love ideas and experiments. Turn them into pilot programs that preface impulsive decisions. Everything was impossible until the first person did it.
6. Live in wonder. Wonder why, and prize “Why not?” as your favorite question. Be insatiably curious, and question everything.
7. There are some things you don’t take liberty with no matter how innovative you are when you lead. For instance, to have integrity means to tell the truth. To be ethical is to do the right thing. These are not fuzzy concepts.
8. Believe that beauty exists in everything and in everyone, and then go about finding it. You’ll be amazed how little you have to invent and much is waiting to be displayed.
9. Actively reject pessimism and be an optimist. Say you have zero tolerance for negativity and self-fulfilling prophecies of doubt, and mean it.
10. Champion change. As the saying goes, those who do what they’ve always done, will get what they’ve always gotten. The only things they do get more of are apathy, complacency, and boredom.
11. Be a lifelong learner, and be a fanatic about it. Surround yourself with mentors and people smarter than you. Seek to be continually inspired by something, learning what your triggers are.

**Answers for pages 2 – 3:
Knowing, Scheduling, Doing, Completing, Evaluating, Learning, Keeping**

| Goal Planning Sheet | | | |
|---|---------------------|--------------------------|----------------------|
| Area | Today's Date | Final Target Date | Date Achieved |
| Goal (SMART) | | | |
| Benefits from Achieving this Goal and or Losses to be Avoided | | | |
| Possible Obstacles | | Possible Solutions | |

Goal Planning Sheet (page 2)

| Specific Action Steps for Achieving this Goal | Target Date | Review Date | Date Completed |
|--|----------------------|--------------------|-----------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| Methods of tracking progress | | | |
| Which Value Does it Support? _____ | | | |
| Is it worth the time, effort and money required to reach it? ___ yes ___ no ___ yes, but later | | | |
| Affirmations to support this goal (positive statements to raise your confidence) | Visualization | | |
| | Items to Use | Where to Use Them | |
| | | | |

Where do You Spend Your Time?

