

UNIT 3 & 4

iDo

UNIT 1, 2, 3 & 4

iLead



Content

iDo 8 values

Connects Actions and Leadership

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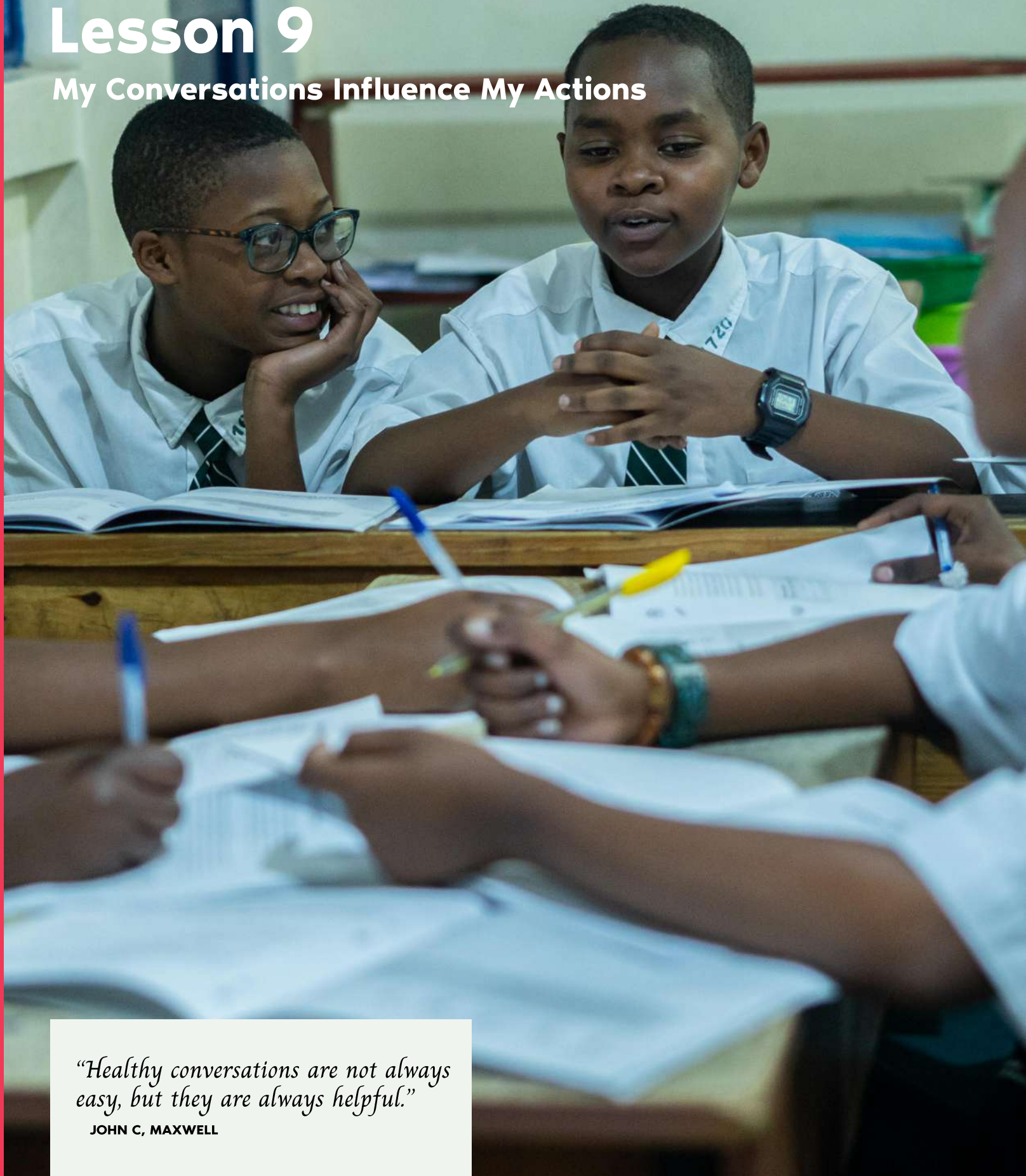
iLead 16 values

Connects Influence and Leadership

1. The Definition of Leadership - Influence
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Lesson 9

My Conversations Influence My Actions



"Healthy conversations are not always easy, but they are always helpful."

JOHN C. MAXWELL

LEGEND:

Use the prompts throughout the lesson to guide you.



First person
read aloud.



Next person
read aloud.



Underline what's
important to you.



Share with
others.



Group
activity



Take
action.

HOW YOU CAN MAKE THIS LESSON EFFECTIVE FOR YOU AND OTHERS:

1. Form groups of 6 to 8 people within the classroom.
2. Respect and value each person in the group.
Encourage yourself and others as you share.
3. Take turns reading each section of the material out loud.
4. Discuss openly. As you read, underline what is important to you.
5. Evaluate yourself. Review. Reflect. Apply. Have fun!

THE GOAL OF THIS LESSON:

**Practice healthy conversations
with yourself and others.**



O1

What is a Healthy Conversation?



Healthy Conversations...

1. Are Filled With Care

People don't care how much you know until they know how much you care.

Mother Teresa said, "Kind words can be short and easy to speak, but their echoes are endless." People will not always remember what you said. They will not always remember what you did, but they will always remember how you made them feel!

ARE MY CONVERSATIONS FILLED WITH CARE? EVALUATE YOURSELF FROM 1 TO 5:

1 2 3 4 5

2. Show Respect

Respect is understanding that everyone has the right to speak but you also have to earn the right to be heard. Demonstrating respect while in conversations means...

- You have a right to express how you feel.
- I respect you as a person with ideas and feelings.
- I might learn something from you.
- I really want to hear your point of view.
- Your ideas are worthy of being listened to.
- I am interested in you.
- I want to relate to you, get to know you better.

DO MY CONVERSATIONS SHOW RESPECT FOR OTHERS? EVALUATE YOURSELF FROM 1 TO 5:

1 2 3 4 5

Definition of difficult words on this page

1. **Healthy:** (synonym is fine or well) Definition: In a good physical or mental condition.
2. **Echoes:** (synonym is reflection) Definition: Sounds that you hear more than once because you are in a big, empty space.
3. **Demonstrating:** (synonym is showing) Definition: To express or show that you have a feeling, quality, or ability.
4. **Worth:** (synonym is value) Definition: Useful or enjoyable to do/see/try, e.t.c.

3. Include Listening

Good listening skills help others articulate their emotions, making them feel safe with you. Listening creates an immediate connection and encourages more conversation. Good listeners actively want to hear. It not only makes you popular, but after awhile you know something.



“To be a great listener requires patience, focus, awareness, and most of all it requires us to set aside our own agenda.”

MATTHEW KELLY

Good Listeners Do Not:

- Interrupt
- Respond too soon
- Editorialize in midstream
- Jump to conclusions
- Judge the speaker
- Take calls or interruptions or view texts in the course of a conversation

DO MY CONVERSATIONS INCLUDE LISTENING? EVALUATE YOURSELF FROM 1 TO 5:

1 2 3 4 5

Definition of difficult words on this page

1. **Interrupt:** (synonym is cut in or on) Definition: To stop someone while they are talking or doing something, by saying or doing something yourself.
2. **Editorialize:** (synonym is comment) Definition: To express a personal opinion, especially when you should be giving a report of the facts only.
3. **Midstream:** (synonym is midway) Definition: In the middle of an activity, often one that is interrupted.
4. **Awareness:** (synonym is consciousness) Definition: The mental state of knowing about something.

4. Go Beyond The Words We Speak

Over 70% of our communication is either through our tone of voice or non-verbal. Sometimes it is not what we said to someone but the way we said it. Many times, our actions or nonverbal activities speak for themselves. Think about it!

- We smile in pleasure.
- We wink to imply intimacy.
- We scowl in disgust.
- We stand tall in confidence.
- We cower in fear.
- We point in accusation.
- We slump in frustration.
- We nod in approval.
- We raise our eyebrows in disbelief.
- We frown in disapproval.
- We cross our arms in defiance.

AM I AWARE OF MY NONVERBAL MESSAGES? EVALUATE YOURSELF FROM 1 TO 5:

1 2 3 4 5



5. Create Community

Developing a sense of community does not mean there is no conflict. People disagree at times. All relationships have tensions. The popular concept that unity does not have conflict is not realistic. The mark of community is not the absence of dealing with difficult issues. It is the presence of a reconciled spirit – an attitude that says, “We can resolve conflicts without ruining relationships.”

**DO MY CONVERSATIONS ENCOURAGE A SPIRIT OF COMMUNITY?
EVALUATE YOURSELF FROM 1 TO 5:**

1 2 3 4 5

Definition of difficult words on this page

1. **Wink:** (synonym is blink) Definition: To quickly close and then open one eye, in order to be friendly or to show that something is a joke.
2. **Intimacy:** (synonym is closeness) Definition: A very special friendship with someone.
3. **Scowl:** (synonym is dirty look) Definition: To look at someone angrily.
4. **Disgust:** (synonym is revulsion) Definition: A very strong feeling of dislike or disapproval.
5. **Cower:** (synonym is quake) Definition: To bend down or move back because you are frightened.
6. **Defiance:** (synonym is Resistance) Definition: Refusing to obey someone or something.

Bill Gates is one of the most successful entrepreneurs of the 20th century. He is known globally for his success as a technologist, business leader, and philanthropist. He has gained much knowledge throughout his life and would like to have a healthy honest conversation with you. For success in this world, here are things you need to know:

- Life is not fair. Get used to it.
- The world won't care about your self-esteem. The world will expect you to accomplish something before you feel good about yourself.
- If you think your teacher is tough, wait till you get a boss. They don't have tenure.
- Flipping burgers is not beneath your dignity. Your grandparents had a different word for burger flipping; they called it opportunity.
- If you mess up, it's not your parents' fault, so don't whine about your mistakes – learn from them.
- Before you were born, your parents weren't as boring as they are now. They got that way from paying your bills, cleaning your clothes, and listening to you talk about how cool you are. So, before you save the rainforest from the parasites of your parents' generation, try "delousing" the closet in your own room.
- Your school may have done away with winners and losers, but life has not. In some schools they have abolished failing grades; they'll give you as many times as you want to get the right answer. This doesn't bear the slightest resemblance to anything in real life.
- Life is not divided into semesters. You don't get summers off and very few employers are interested in helping you find yourself. Do that on your own time.
- Television is not real life. In real life people actually have to leave the coffee shop and go to jobs.

Definition of difficult words on this page

1. **Philanthropist:** (synonym is Donor) Definition: Someone who gives money to people who need help.
2. **Tenure:** (synonym is occupancy) Definition: If you have tenure in your job, your job is permanent.
3. **Delousing:** (synonym is purgation) Definition: To remove lice (= a type of very small insect) from the body, hair, or clothing of a person.
4. **Flipping:** (synonym is throw) Definition: Move, push, or throw (something) with a sudden quick movement.
5. **Abolished:** (synonym is Stop) Definition: To put an end to something, such as an organization, rule, or custom.
6. **Resemblance:** (synonym is Likeness) Definition: The state of being alike.



SHARE WITH YOUR GROUP:

Review what you have underlined. Choose the most important thing you underlined. Take one minute and share with the group why it was important to you.

Out of the 5 characteristics of a healthy conversation...

1. Are Filled With Care
2. Show Respect
3. Include Listening
4. Go Beyond The Words We Speak
5. Create Community

What would my friends say I do best?

Which would my friends say is my weakest?



TAKE ACTION:

Today I will ask my friends how I can have a more healthy conversation.

How To Have A Healthy Conversation With Yourself



*Everything happens
through conversations!*



The conversations you have with yourself are your most important conversations. Therefore, the single most important conversation you can ever have is the one between your two ears!

Your words usually determine your way. You can overcome the negative words that others may say to you, but you cannot overcome the negative conversations you have with yourself.

Every now and then, there are days when you just need a little pick-me-up. You can blame it on the weather or getting out on the wrong side of the bed. However, this doesn't mean you should talk down to yourself and allow those negative thoughts to marinate. To combat those not-so-great feelings, this is a list of healthy affirmations you should tell yourself and bookmark so you can always come back to remind yourself just how awesome you truly are!

1. I will succeed today.
2. I have joy in my life.
3. I'm worthy of love.
4. My potential to succeed is limitless.
5. My past is not a reflection of my future.
6. I am smart enough to make my own decisions.
7. I'm in control of how I react to others.
8. I'm courageous and stand up for myself.
9. I approve of myself and love myself.
10. I forgive those who have hurt me.
11. I have the power to create change.
12. I make a significant difference to the lives of people around me.
13. I'm open to new adventures in my life.
14. I'm grateful.
15. My life is a gift.

Repeat these affirmations aloud together.



Definition of difficult words on this page

1. **Marinate:** (synonym is soak) Definition: To flood the brain with a substance that we should rarely have in the brain.
2. **Combat:** (synonym is To Resist) Definition: To try to stop something unpleasant or harmful from happening or increasing.
3. **Affirmations:** (synonym is assertion) Definition: A statement or sign that something is true.
4. **Adventure:** (synonym is incident) Definition: An unusual, exciting, and possibly dangerous activity, such as a trip or experience, or the excitement produced by such an activity.



ASK YOURSELF THESE QUESTIONS:

1. The Possibility Question

To move ahead in life it requires possibility talking. For example, “Am I giving myself a chance to succeed?” To reach your potential, stop asking the question “Can I?” and start asking the question “How can I?”

“Can I?” is a question of doubt. It is insecure and looks for excuses. That question is vulnerable to adversity and quickly turns into an “I can’t statement.” It is full of limitations! “How can I?” is a question of possibility. You have already decided to move forward and now you seek the answer of how to go on. That question knows that there is an answer, and now you are committed to finding it and then doing it. Changing your question from “Can I?” to “How can I?” will unlock many doors of opportunity in your life!

Most of your limitations are not based on the lack of your ability but the lack of belief.



SHARE WITH YOUR GROUP:

What would you attempt if you knew you couldn’t fail?

2. The Procrastination Question

To move ahead in life, you have to overcome procrastination. Ask yourself, “When will I take action?” Do you know what happens when you give a procrastinator a good opportunity? NOTHING! Procrastinators never tell themselves, “I’m never going to do the thing I need to do.” Instead they say, “I’m going to do what I should do... tomorrow.”

Nothing is going to change if you aren’t willing to change yourself. Things aren’t going to change on their own, you have to take ownership of them. Be confident about yourself and take that leap of faith. Be a little proactive rather than being victimized by your situation. Things will automatically start shaping up in a favorable way when you start acting on them. Now, you decide if you want to act or be acted upon.

Definition of difficult words on this page

1. **Procrastination:** (synonym is delaying) Definition: To keep delaying something that must be done, often because it is unpleasant or boring.
2. **Vulnerable:** (synonym is unsafe) Definition: Able to be easily physically or mentally hurt, influenced, or attacked.
3. **Adversity:** (synonym is misfortune) Definition: A difficult or unlucky situation or event.

How to Overcome Procrastination Through Personal Conversation:

For the next week, every morning say aloud to yourself 50 times, "Do It Now!"

For the next week, every evening say aloud to yourself 50 times, "Do it Now! "

On the 8th morning your first thought should be, "Do It Now!"

Conversations are only conversations unless you act. So, after you ask, ACT!

Your actions define you!

SHARE WITH YOUR GROUP:

1. Review what you have underlined. Choose the most important thing you underlined. Take one minute and share with the group why it was important to you.



TAKE ACTION:

Today I will act on my conversations.



"Healthy conversations are not always easy, but they are always helpful."

JOHN C. MAXWELL

EVALUATE YOURSELF ON HOW WELL YOU PRACTICE HEALTHY CONVERSATIONS THAT INFLUENCE YOUR ACTIONS ON A SCALE FROM 1 TO 5: Select your answer. (1 is weak, 5 is strong)

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

Why did you give yourself this rating?



ACTION STEP:

What specific action can you take immediately that will improve your rating?



Lesson 10

My Self-Image Influences My Actions



"Your first step to success is having the confidence you can succeed."

JOHN C. MAXWELL

LEGEND:

Use the prompts throughout the lesson to guide you.



First person
read aloud.



Next person
read aloud.



Underline what's
important to you.



Share with
others.



Group
activity



Take
action.

HOW YOU CAN MAKE THIS LESSON EFFECTIVE FOR YOU AND OTHERS:

1. Form groups of 6 to 8 people within the classroom.
2. Respect and value each person in the group.
Encourage yourself and others as you share.
3. Take turns reading each section of the material out loud.
4. Discuss openly. As you read, underline what is important to you.
5. Evaluate yourself. Review. Reflect. Apply. Have fun!

THE GOAL OF THIS LESSON:

Practice ways to stretch your self-image.

Definition of difficult words on this page

1. **Stretch:** (synonym is extend) Definition: To cause something to reach, often as far as possible, in a particular direction.



01

My Self-Image Influences My Actions



Your self-image is the opinion you have about your own qualities and abilities. It includes beliefs, emotions and behaviors. It defines how confident you are with yourself and others.

Check the statement that best describes you.

PEOPLE WITH A STRONG SELF-IMAGE:

- ☐ View challenging problems as tasks to be mastered
- ☐ Develop deeper interest in the activities in which they participate
- ☐ Form a stronger sense of commitment to their interest and activities
- ☐ Recover quickly from setbacks and disappointments

PEOPLE WITH A WEAK SELF-IMAGE:

- ☐ Avoid challenging tasks
- ☐ Believe that difficult tasks and situations are beyond their capabilities
- ☐ Focus on personal failings and negative outcomes
- ☐ Quickly lose confidence in personal abilities

What do your check marks tell you?

Definition of difficult words on this page

1. **Mastered:** (synonym is learnt) Definition: To learn how to do something well.
2. **Setbacks:** (synonym is Problems) Definition: Something that happens that delays or prevents a process from developing.

How To Strengthen Your Self-Image



1. Stop comparing yourself to others.

People with a low self-image see others as better or more deserving than themselves. Comparing yourself to others places you in a position in which you can never win. There is always someone who has more or is better than you at something. A better plan is to compare yourself to yourself and to focus on how far you have come.



Wanting to be someone else is a waste of the person that you are. You were created on purpose for a purpose. Only you can fulfill that purpose.

2. Start creating the person you want to become.

You behave according to your self-image. To improve your self-image, do the following:

1) Visualize in your mind a better version of yourself.

See yourself not as you are, but as you desire to be.

2) Say positive affirmations about yourself.

We believe whatever we tell ourselves.

3) Take a 2-minute self-appreciation break.

Sometimes it helps to simply take a deep breath, slow down, and ask yourself what it is that you appreciate about yourself. These things do not have to be big, but they should reflect what it is that you like about yourself in that moment. Thinking of a few things that you appreciate about yourself will help you to build your self-esteem, and it can help you turn a negative mood into a positive one.

SHARE WITH YOUR GROUP:

What is the thing you appreciate most about yourself?





We worry too much about what others think about us, and too little about what we think about us.

3. Stop basing your self- image on a bad experience.

You are not your performance, and you don't have to be defined by your worst moments. So, don't base your self-image on those things. Instead, try to understand and accept your value as a human being. If you fail, don't ever tell yourself, "I am a failure." Instead, keep things in perspective and say, "I may have missed that one, but I'm still okay. I can still be a winner!"

Survivors of bad experiences don't let the negatives in their lives define them, and they don't wallow in self-pity. They don't believe their negative experience is the worst thing in the world. Instead, they think, what happened to me may have been bad, but other people are worse off. I'm not giving in!

4. Start learning and improving from your bad experiences.

When we fail or have a bad experience, we need to learn to become more like scientists and inventors. When their work fails, they call it an experiment that didn't work. Their perspective allows them to avoid taking it personally and learn from it and leverage it for future success. What a great way to look at things!



UNDERLINE WHAT STATEMENTS ARE MOST IMPORTANT TO YOU.

- Failure is the cost of seeking new challenges.
- Ninety percent of those who fail are not actually defeated; they simply quit.
- There are two kinds of people in regard to setbacks:
 - 1.) Splatters: People who hit the bottom, fall apart, and stay on the bottom.
 - 2.) Bouncers: People who hit rock bottom, pull themselves together, and bounce back up.
- Success lies in having made the effort; failure lies in never having tried.
- Most failures are people who have the habit of making excuses.

Definition of difficult words on this page

1. **Perspective:** (synonym is View) Definition: A particular way of considering something.
2. **Self-pity:** (synonym is grief or sadness) Definition: Sadness for yourself because you think you have a lot of problems or have suffered a lot.
3. **Worse off:** (synonym is badly off) Definition: Poorer or in a more difficult situation.

SHARE WITH YOUR GROUP:

What did you underline? Why?



READ THE FOLLOWING STATEMENTS AND CHOOSE TO TAKE ACTION ON ONE.

I will...

- Stop comparing myself with others.
- Start creating the person I want to become.
- Stop basing my self-image on a bad experience.
- Start learning and improving from my bad experience.

Which statement did you choose?

TAKE ACTION:

Today I will increase my self-image by practicing the statement I just chose.





How To Strengthen Your Self-Image (cont)

5. Stop looking for an easy way to improve your self-image.

Nothing worthwhile is downhill. The kind of self-image you want most is the hard-to-get kind that comes from within – strength, courage, dignity, perseverance, and authority. Self-image qualities such as these do not automatically come to you; you must activate them!

6. Start walking uphill every day.

Everything worthwhile is uphill. You don't just happen to stumble upon the best version of yourself. You have to climb to it. It's impossible to improve your self-image by remaining where you are.

You can't fake confidence; you have to make confidence. Courage is moving forward in spite of fear. It's uphill!

Every day you need courage to...

- Seek the truth when you know it may be painful.
- Change when it's easier to remain comfortable.
- Express convictions when others challenge you.
- Overcome obstacles when progress will come no other way.
- Learn and grow when it will display your weakness.
- Take the high road when others treat you badly.
- Lead when being in front makes you an easy target.

The idea that "if you believe it you can achieve it" doesn't last.

The idea that "if you achieve it you can believe it" does last.

SHARE WITH YOUR GROUP:

What was the most important statement you underlined? Why?



Definition of difficult words on this page

1. **Perseverance:** (synonym is persistence) Definition: Persistence in doing something despite difficulty or delay in achieving success.
2. **Stumble:** (synonym is trip) Definition: To walk in a way that does not seem controlled.
3. **Conviction:** (synonym is belief) Definition: An occasion when someone is officially found to be guilty of a particular crime.

7. Stop letting others control you.

No matter who you are, what you look like, or what you share with the world, there will always be someone who doesn't approve of you. You are who you are, and you are enough.

Caring about what people think about you is good. Worrying about what they think is pointless. In social settings, many people determine their feelings and actions based on how others treat them. They rely on others to determine their own personal value and self-worth. When this happens it gives them no control over their situation.

Don't let someone else create your world, for when they do, they will always create it far too small!



8. Start taking control of your life today.

If you're not satisfied with the current version of yourself, the quickest way to improve is to begin working towards a better version today. If you wait for the best version of yourself to happen, you're forever going to be stuck with your current version. Stop waiting and take action.

People with a strong self-image find fulfillment in their own accomplishments, as opposed to what other people think of their accomplishments. So, when nobody else celebrates you, learn to celebrate yourself. When nobody else compliments you, compliment yourself. It's not up to other people to keep you encouraged, it's up to you!



SHARE WITH YOUR GROUP:

What is the most important area you need to take control of in your life?

Definition of difficult words on this page

1. **Self-worth:** (synonym is pride) Definition: The value you give to your life and achievements.
2. **Accomplishment:** (synonym is achievement) Definition: something that has been achieved successfully.
3. **Compliment:** (synonym is tribute) Definition: Something that you say or do to show praise or admiration for someone.

9. Stop pretending to be perfect.

“Those who have a strong sense of love and belonging have the courage to be imperfect,” says Brene Brown. Social media encourages you to always show the “best side” of your life. That’s not realistic. Too many people try to edit their lives looking for acceptance from others. The first person who should accept you, is you! Stop wondering if you are good enough. You are. Stop wondering what other people will think. They probably won’t.



“Be weird. Be random. Be who you are. Because you never know who would love the person you hide.”

C.S. LEWIS

10. Start helping and celebrating other people.

People with a low self-image doubt themselves and because of this they often critique others to look for proof in their own worth. Helping and celebrating others often enables you to forget about yourself and feel grateful for what you have. It also feels good to make a difference for someone else.

If you want to feel valuable, add value to others!



SHARE WITH YOUR GROUP:

Review what you have underlined. Choose the most important thing you underlined. Take one minute and share with the group why it was important to you.



Definition of difficult words on this page

1. **Realistic:** (synonym is practical) Definition: Showing things and people as they really are, or making them seem to be real.
2. **Weird:** (synonym is unnatural) Definition: Something very strange.

READ THE FOLLOWING STATEMENTS AND CHOOSE TO TAKE ACTION ON ONE.

I will...

- Stop looking for an easy way to improve my self-image.
- Start walking uphill every day!
- Stop letting others control me.
- Start taking control of my life today.
- Stop pretending to be perfect.
- Start helping and celebrating other people.

Which statement did you choose?

Today I will:



TAKE ACTION:

Today I will take action to strengthen my self-image.

"Your first step to success is having the confidence you can succeed."

JOHN C. MAXWELL

EVALUATE YOURSELF ON HOW WELL YOU PRACTICE STRETCHING YOUR SELF-IMAGE THAT INFLUENCES YOUR ACTIONS ON A SCALE FROM 1 TO 5: Select your answer. (1 is weak, 5 is strong)

☐

1

☐

2

☐

3

☐

4

☐

5

Why did you give yourself this rating?



ACTION STEP:

What specific action can you take immediately that will improve your rating?



Lesson 11

My Habits Influence My Actions



*"Your success in life is determined
by what you do daily."*

JOHN C. MAXWELL

LEGEND:

Use the prompts throughout the lesson to guide you.



First person
read aloud.



Next person
read aloud.



Underline what's
important to you.



Share with
others.



Group
activity



Take
action.

HOW YOU CAN MAKE THIS LESSON EFFECTIVE FOR YOU AND OTHERS:

1. Form groups of 6 to 8 people within the classroom.
2. Respect and value each person in the group.
Encourage yourself and others as you share.
3. Take turns reading each section of the material out loud.
4. Discuss openly. As you read, underline what is important to you.
5. Evaluate yourself. Review. Reflect. Apply. Have fun!

THE GOAL OF THIS LESSON:

Practice good habits that will give you a good life.



My Habits Influence My Actions



I Am A Habit

I am your constant companion.
I am your greatest helper or your heaviest burden.
I will push you onward or drag you down to failure.
I am completely at your command.
Half the things you do,
You might just as well turn over to me,
And I will be able to do them quickly and correctly.

I am easily managed;
You must merely be firm with me.
Show me exactly how you want something done,
And after a few lessons
I will do it automatically.

I am the servant of all great people.
And alas, of all failures as well.
Those who are great,
I have made great.
Those who are failures,
I have made failures.

I am not a machine,
Though I work with all the precision of a machine,
Plus, the intelligence of a human.
You may run me for profit, or run me for ruin;
It makes no difference to me.

Take me, train me, be firm with me,
And I will place the world at your feet.
Be easy with me, and I will destroy you.
Who am I? I am a HABIT!

Definition of difficult words on this page

1. **Companion:** (synonym is associate) Definition: Someone who you spend a lot of time with or go somewhere with.
2. **Onward:** (synonym is forth) Definition: Continuing to go forward.
3. **Drag:** (synonym is pull) Definition: Pull someone or something along forcefully, roughly, or with difficulty.
4. **Alas:** (synonym is too bad) Definition: Used to show sadness.

SHARE WITH YOUR GROUP:

What was the most important statement you underlined and why? How do you look at your habits differently after reading this?

NOTE:

- Our habits either hurt us or help us.
- We choose the habits that will determine our future.



A habit only becomes a habit through repeated action.



A Habit Is Like Cutting Down A Tree

If you wanted to cut down a tree and every day you took an axe and went to the same tree and swung your axe five times at that tree, what eventually would happen to that tree?

Answer: _____

Cutting the tree down involved 5 things to develop a good habit.

Practices For Developing A Good Habit

1. Know what you want to accomplish. "Cut down the tree."
2. Have the right tool. "An axe."
3. Take action. "Swings your axe five times."
4. Stay focused. "The same tree."
5. Be consistent. "Every day."

Definition of difficult words on this page

1. **Swung:** (synonym is sway) Definition: Move or cause to move back and forth or from side to side while suspended or on an axis.
2. **Eventually:** (synonym is in due course) Definition: In the end especially after a long delay, dispute or series of problems.
3. **Consistent:** (synonym is power) Definition: The quality or state of being.

How To Develop Good Habits



1. Know what you want to accomplish.

What good habit do you want to develop?



Knowing what to accomplish is your first step to develop a healthy habit. Once you have decided what you want to accomplish, write it down and read it often. Share it with someone. Seeing what you want to achieve and sharing it with others will make your habit become clearer and more personal.

2. Have the right tool.

An axe was the right tool to cut down the tree. What tools do you need to develop a good habit?

1. Desire to change.
2. Have a friend to support you and keep you accountable.



SHARE WITH YOUR GROUP:

I am going to develop the good habit of _____
and I want you to encourage me and hold me accountable.



3. Take action!

Procrastination is the enemy of action. How do you stop procrastination and start doing? By utilizing the 15-minute challenge.



The 15 Minute Challenge

Take whatever it is that you've been putting off for some time, set a timer on your phone for 15 minutes, and only commit to doing it for that long. Why only 15 minutes? First, it breaks the cycle of inaction. Second, after 15 minutes, you've built some momentum, so you might just keep going.

Your challenge is to take action without feeling like it. Start doing what you need to do without feeling motivated and guess what happens? After you start doing what you should be doing, the motivation comes and makes it easy for you to continue on.

Motivation is like love and happiness. It's a by-product. When you're actively engaged in doing something, it sneaks up and zaps you when you least expect.

Definition of difficult words on this page

1. **Momentum:** (synonym is force) Definition: The quality motion of moving body, measured as a product of its mass and velocity.
2. **To sneak:** (synonym is creep) Definition: Move or go in a furtive or stealthy way.
3. **To zap:** (synonym is destroy) Definition: To get rid of or kill something or someone, especially intentionally.

As Harvard psychologist Jerome Bruner says,

“You’re more likely to act yourself into feeling than feel yourself into action.”

So, act! Whatever it is you know you should do, do it!

SHARE WITH YOUR GROUP:

What did you underline that was important to you?

What are you procrastinating right now?



TAKE ACTION:

I will practice the “15-Minute Challenge” every day.



End of Lesson 11, Part 1

Definition of difficult words on this page

1. **Psychologist:** (synonym is Doctor) Definition: someone who has studied the human mind and feelings.

How To Develop Good Habits (cont.)



4. Stay focused.

It's difficult to stay motivated and focused for a long time. Discouragement and distraction are the enemies of a focused life. How do you deflect those enemies?

1.) Start with a simple good habit.

Studies show that when people focus on changing a single behavior at a time, the likelihood that they'll retain their new habit for a year or more is around 80 percent. And those who try to change two or more behaviors at once? Success rates drop as low as 20 percent.

You must start with a single habit in order to build good, strong habits. Practice it until you can do it without thinking. Only then do you move to the next habit.

2.) Keep pushing.

Everything worthwhile is uphill. Developing good habits is not easy. The temptation to quit will be strong. In order to stay focused, remind yourself why you wanted to develop the good habit in the first place. Be ready for failure, but don't stress about it because failure is just a learning opportunity. If you want something badly enough and you keep pushing toward it, you will eventually arrive.

3.) Stay positive.

When we think negatively, we attract negative things into our lives. When we think positively, we attract positive things. Positive things keep you focused on your good habit. Ignore those who doubt you and want to put negative thoughts in your mind. Stay positive long enough and good things will begin to happen.

SHARE WITH YOUR GROUP:

Which one of the following areas is your greatest challenge to staying focused? Check one:

- ☐ Start with a single good habit.
- ☐ Keep pushing.
- ☐ Stay positive.



Definition of difficult words on this page

1. **Distraction:** (synonym is interruption) Definition: A thing that prevents someone from concentrating on something else.
2. **Deflect:** (synonym is Diversion) Definition: To make something change direction by hitting or touching it, or to change direction after hitting something.
3. **Uphill:** (synonym is climbing) Definition: Leading to a higher place on a slope.



5. Be consistent.

The distance between what you want and what you get is what you do EVERY DAY! As much as you want this to be quick and easy, it doesn't work that way. Good habits take a good amount of time to develop.

Timeline Expectations on Developing a Good Habit

1st day Difficult but you are excited.

10th day Still difficult but you are still excited.

20th day Less difficult and you are less excited.

30th day Not difficult and you are really excited!

Why? You just developed a good habit! Greatness comes from doing good things every day!



SHARE WITH YOUR GROUP:

Review what you have underlined. Choose the most important thing you underlined. Take one minute and share with the group why it was important to you.

Definition of difficult words on this page

1. **Expectations:** (synonym is assumption) Definition: A strong belief that something will happen or be the case.
2. **To be excited:** (synonym is Thrilled) Definition: Feeling very happy and enthusiastic.
3. **Greatness:** (synonym is eminence) Definition: The quality of being great; eminence or distinction.

REVIEW:

How To Develop Good Habits

1. Know What You Want to Accomplish
2. Have the Right Tool
3. Take Action!
4. Stay Focused
5. Be Consistent

Which one of the five is your greatest strength?

Which one of the five is your greatest challenge?

Which will be the good habit you develop over the next 30 days?

TAKE ACTION:

I will GET STARTED each day.



*"Your success in life is determined
by what you do daily."*

JOHN C. MAXWELL

**EVALUATE YOURSELF ON HOW WELL YOU PRACTICE GOOD HABITS THAT INFLUENCE YOUR ACTIONS
ON A SCALE FROM 1 TO 5: Select your answer. (1 is weak, 5 is strong)**

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

Why did you give yourself this rating?



ACTION STEP:

What specific action can you take immediately that will improve your rating?



Lesson 12

My Relationships Influence My Actions



"Four words you need to do to have great relationships: 'Add Value To Others'."

JOHN C. MAXWELL

LEGEND:

Use the prompts throughout the lesson to guide you.



First person
read aloud.



Next person
read aloud.



Underline what's
important to you.



Share with
others.



Group
activity



Take
action.

HOW YOU CAN MAKE THIS LESSON EFFECTIVE FOR YOU AND OTHERS:

1. Form groups of 6 to 8 people within the classroom.
2. Respect and value each person in the group.
Encourage yourself and others as you share.
3. Take turns reading each section of the material out loud.
4. Discuss openly. As you read, underline what is important to you.
5. Evaluate yourself. Review. Reflect. Apply. Have fun!

THE GOAL OF THIS LESSON:

Practice adding value to others every day.



01

Relationships Influence My Actions



When you walk into a dark room with others, someone will quickly flip the light switch on so everyone can see. People who relate well with others are continually turning on the lights to brighten the lives of those around them. Take a moment and think about people in your life that make your life brighter.

Who Turns Your Light On?

What friend is always encouraging you?

What teacher takes a special interest in you?

What child squeals with delight when they see you?

What neighbor has done a good deed for you?

What family member unconditionally loves you?



SHARE WITH YOUR GROUP:

List one person who has recently “turned your light on” and made it brighter.

Do you know how to make a big difference for people? Daily make small differences in their lives. Over time, daily small differences make a big difference!



Guess What?

*When you turn the light
on for others, you turn it
on for yourself!*

Definition of difficult words on this page

1. **Relationship:** (synonym is connection) Definition: The way in which two things are connected.
2. **Squeals:** (synonym is scream) Definition: A long, high-pitched cry or noise.
3. **Delight:** (synonym is Delight) Definition: Happiness and Excited pleasure.

“It is one of the beautiful compensations of life, that no person can sincerely help another without helping himself.”

RALPH WALDO EMERSON

Every Day Make Somebody's Day!

How? Every day...

- Value people.
 - You will only add value to people if you value them.
- Think of ways to add value to people.
 - Every morning ask yourself, “How can I add value to the people I will meet today?”
- Look for ways to add value to people.
 - When you know that you will add value to others, you will look for ways to do it!
- Do things that add value to people.
 - Good intentions only become good actions when you do them.
- Encourage others to add value to people.
 - As you add value to others they will be motivated to do the same.

SHARE WITH YOUR GROUP:

Review what you have underlined. Choose the most important thing you underlined. Take one minute and share with the group why it was important to you.



Definition of difficult words on this page

1. **Compensations:** (synonym is indemnify) Definition: Something you get to make you feel better when you have suffered something bad.
2. **Sincerely:** (synonym is genuinely) Definition: A genuine way.
3. **Intentions:** (synonym is purpose) Definition: Something that you want and plan to do.

Things You Can Do to Add Value to People

1. Practice The Golden Rule.

Think of the last time someone treated you poorly. How did you respond? Too often we treat others as we are treated, not better. Remember, hurting people hurt people. Rarely do others hurt you because of who you are. They hurt you because of who they are! Look beyond their words and actions. You will feel better when you treat people like you want to be treated, not by how they treated you. That's why they call it the "Golden Rule."

2. Practice The 30 Second Rule.

Within the first 30 seconds of a conversation, say or do something encouraging to someone.

- Compliment them
- Open a door for them
- Smile at them
- Say thank you
- High-five them

REFLECTION:

Review the five things you can do every day to make somebody's day.

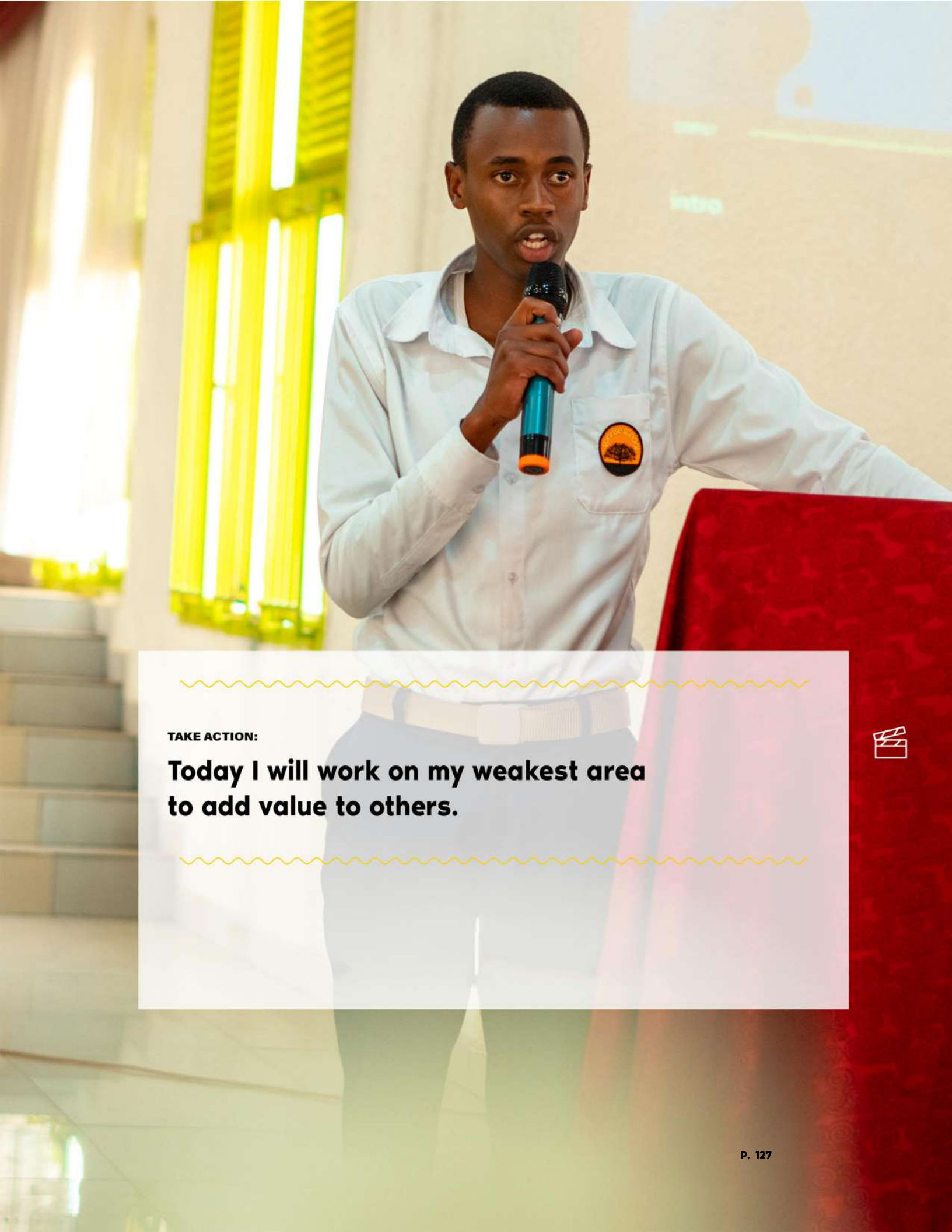
Check the area you are strongest.

- ☐ Value people.
- ☐ Think of ways to add value to people.
- ☐ Look for ways to add value to people.
- ☐ Do things that add values to people.
- ☐ Encourage others to add value to people.

Which area is your weakest?

Definition of difficult words on this page

1. **Golden rule:** (synonym is conduct) Definition: An important rule or principle, especially in a particular situation.
2. **Treat:** (synonym is serve) Definition: To behave towards someone or deal with something in a particular way.
3. **Hurting:** (synonym is injure) Definition: To cause someone pain or to injure them.
4. **Rarely:** (synonym is seldom) Definition: Something which is not often.
5. **Compliment:** (synonym is tribute) Definition: Something that you say or do to show praise or admiration for someone.



TAKE ACTION:

**Today I will work on my weakest area
to add value to others.**



Relationships Influence My Actions (cont)



3. Look for and find the best in others.

How do you see the best in others? By looking for the best in others. You see what you look for. What you see is what you get. If you see the best in others, you will find the best qualities in them. If you see the worst in others, you will find their worst qualities. Everyone has a “best” and a “worst.” When someone looks at you, what do you want them to see? Your best side or your worst side?



Are there times in your life when you have messed up and need someone to say, “I know what you did, but that’s not who you really are.” It’s in those moments you wish for them to focus on your best not your worst. If that is your desire, then do that for others. Give people the benefit of the doubt.

SHARE WITH YOUR GROUP:

What did you underline that was important to you? Why?



4. Let people know that you need them.

People are created for community. C.S. Lewis said, “We are not designed to make it on our own.” He called that “Solitary Conceit.” Recognizing your need for others to be in your life is important. It is even more important to let them know that you need them. The humorous story of the bricklayer underlines this principle.

The Bricklayer

The story is told of a bricklayer who had tried to move about 500 pounds of bricks from the top of a four-story building to the sidewalk below. The problem was, he tried to do it alone. In his own words (taken from his insurance claim form): “It would have taken too long to carry bricks down by hand, so I decided to put them in a barrel and lower them by a pulley which I had fastened to the top of the building. After tying the rope securely at the ground level, I then went up to the top of the building. I fastened the rope around the barrel, loaded it with the bricks and swung it out over the sidewalk for the descent. Then I went down to

Definition of difficult words on this page

1. **Solitary:** (synonym is lonely) Definition: A solitary person or thing is the only person or thing in a place.
2. **Conceit:** (synonym is narcissism) Definition: Too much pride in yourself and your actions.
3. **Bricklayer:** (synonym is artisan) Definition: someone whose job is to build houses, walls, etc with bricks.
4. **Barrel:** (synonym is tank) Definition: A large, round container for storing liquids such as oil or wine.
5. **Compliment:** (synonym is tribute) Definition: Something that you say or do to show praise or admiration for someone.
6. **Pulley:** (synonym is a wheel) Definition: A wheel with a rope going round it which is used to lift things.
7. **Descent:** (synonym is sinking) Definition: An act of moving downwards, dropping, or falling.

the sidewalk and untied the rope, holding it securely to guide the barrel down slowly. But since I weigh only 140 pounds, the 500-pound load jerked me from the ground so fast that I didn't have time to think of letting go of the rope. As I passed between the second and third floors, I met the barrel coming down. This accounts for the bruises and lacerations on my upper body.

I held tightly to the rope until I reached the top, where my hand became jammed in the pulley. This accounts for my broken thumb.

At the same time, however, the barrel hit the sidewalk with a bang and the bottom fell out. With the weight of the bricks gone, the barrel weighed only about 40 pounds. Thus, my one hundred-forty-pound body began a swift descent and I met the empty barrel coming up. This accounts for my broken ankle.

Slowed only slightly, I continued the descent and landed on the pile of bricks. This accounts for my sprained back and broken collarbone. At this point, I lost my presence of mind completely and let go of the rope and the empty barrel came crashing down on me. This accounts for my head injuries. As for the last question on the form, what would you do if the same situation arose again? Please be advised that I am finished trying to do the job alone!"

To accomplish anything worthwhile in life requires help from others.



SHARE WITH YOUR GROUP:

Think of one thing you would like to accomplish. Can you do it on your own?
What help from others will you need?

Definition of difficult words on this page

1. **Jerked:** (synonym is yanked) Definition: To move very quickly and suddenly, or to make something move like this.
2. **Lacerations:** (synonym is gashing or tearing) Definition: A wound that is produced by the tearing of soft body tissue.
3. **Tightly:** (synonym is hard) Definition: firmly or closely.
4. **Collarbone:** (synonym is clavicle) Definition: A bone between the base of your neck and your shoulder.
5. **Crashing down:** (synonym is imploding) Definition: to fall down with a lot of noise and force.
6. **Arose:** (synonym is appear) Definition: Past tense of arise, to get up, usually from a bed.

5. Be the first to help.

People may doubt what you say, but they will believe what you do. A boy named Dennis was a Haitian immigrant who went to the first grade in an American school. He felt isolated from the other kids, especially at lunch.

He decided to do something about that. Each day at lunch, he would look for someone that sat alone and would sit down with them. Immediately he experienced positive results by being the first to initiate the relationship.

Soon he started a club called, “We Eat Together.” The mission was to go into the courtyard at lunchtime and make sure no one was eating alone. Many kids joined that club and today at their school, “no one eats alone.”



SHARE WITH YOUR GROUP:

What did you underline that was important to you



TAKE ACTION:

Read the five things you can do to add value to people. Put the word “Today” in front of them and each day do them. Say them out loud together.

I will practice the Golden Rule. I will practice the 30 Second Rule. I will look for and find the best in others. I will let people know that I need them. I will be the first to help.



Definition of difficult words on this page

1. **Immigrant:** (synonym is incomer) Definition: A person who has come to a different country in order to live there permanently.
2. **Grade:** (synonym is category) Definition: A level of quality, size, importance.
3. **Isolated:** (synonym is unaccompanied) Definition: Alone and not having help or support from other people.
4. **Courtyard:** (synonym is enclosure) Definition: An open area by a building with walls or buildings around it.

"Four words you need to do to have great relationships: 'Add Value To Others'."

JOHN C. MAXWELL

EVALUATE YOURSELF ON HOW WELL YOU PRACTICE ADDING VALUE TO OTHERS THAT INFLUENCES YOUR ACTIONS ON A SCALE FROM 1 TO 5: Select your answer. (1 is weak, 5 is strong)

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

Why did you give yourself this rating?



ACTION STEP:

What specific action can you take immediately that will improve your rating?



Lesson 13

My Listening Influences My Actions

"The first act of friendship is to listen."

JOHN C. MAXWELL

LEGEND:

Use the prompts throughout the lesson to guide you.



First person
read aloud.



Next person
read aloud.



Underline what's
important to you.



Share with
others.



Group
activity



Take
action.

HOW YOU CAN MAKE THIS LESSON EFFECTIVE FOR YOU AND OTHERS:

1. Form groups of 6 to 8 people within the classroom.
2. Respect and value each person in the group.
Encourage yourself and others as you share.
3. Take turns reading each section of the material out loud.
4. Discuss openly. As you read, underline what is important to you.
5. Evaluate yourself. Review. Reflect. Apply. Have fun!

THE GOAL OF THIS LESSON:

Practice listening to yourself and others.



01

My Listening Influences My Actions

Listening well is a vital life skill, essential for success in everything you do. In today's distracted busy world, being a good listener isn't easy to do or to find. Your listening influences many areas of your life such as information gathering, decision making, assessing, connecting, networking, and loving. Listening is a skill that can be learned and strengthened.

Check the ones that apply to you:

GOOD LISTENING SKILLS:

I do this...

- ☐ Look at the person who is talking.
- ☐ Get rid of distractions.
- ☐ Engage with a smile or a nod.
- ☐ Sense their emotions and empathize.
- ☐ Ask questions to better understand.
- ☐ Monitor body language.
- ☐ Summarize what has been said.

POOR LISTENING SKILLS:

I do this...

- ☐ Interrupt the person talking.
- ☐ Respond too quickly.
- ☐ Correct the person sharing.
- ☐ Jump to conclusions.
- ☐ Allow distractions.
- ☐ Judge the person talking.
- ☐ Fidget and move around.

REVIEW:

Look at your check marks. Based on your marks, are you mostly a poor listener or a good listener?

Definition of difficult words on this page

1. **Rid:** (synonym is free): Definition: To free a person or place of something unwanted or harmful.
2. **Emotion:** (synonym is feeling): Definition: a strong feeling such as love or anger, or strong feelings in general.
3. **Empathy:** (synonym is compassion): Definition: The ability to share someone else's feelings or experiences by imagining what it would be like to be in that person's situation.
4. **Interrupt:** (synonym is break): Definition: to stop a person from speaking for a short period by something you say or do.
5. **Fidget:** (synonym is twist): Definition: A small movement that somebody makes repeatedly, often without meaning to, for example because they are nervous or bored.

The Good Listener's List



1. Listen to understand.

Most people do not listen to understand. They listen to reply. They suffer from “agenda anxiety” which is the feeling that what they say to others is more important than what others say to them. That’s a problem!

Listening is a gift you give others and yourself. It takes you out of your own head and gives you an opportunity to see things from a different perspective. You not only know more by listening, you see more. When you meet someone, do more listening than talking.

2. Listen to grow.

*“When you talk, you are
repeating what you know.
But when you listen, you
may learn something new.”*

THE DALAI LAMA

Remind yourself every morning before you meet others, “Nothing I say this day will teach me anything. If I’m going to learn, I must do it by listening.” If you combine the thoughts you have with thoughts others have, you will come up with thoughts you have never had! As you listen, if you have questions, ask them. Richard Thalheimer stated, “It’s better to look uninformed than to be uninformed.”

SHARE WITH YOUR GROUP:

How do you plan to practice listening to understand?

How do you plan to practice listening to grow?



Definition of difficult words on this page

1. **Suffer:** (synonym is agonizing): Definition: to experience physical or mental pain.
2. **Anxiety:** (synonym is worry): Definition: An uncomfortable feeling of nervousness or worry about something that is happening or might happen in the future.
3. **Remind:** (synonym is nudge): Definition: To make someone think of something they have forgotten or might have forgotten.



3. Listen to respect.

Every good conversation begins with a good listener. People love to talk about themselves. It's everyone's favorite conversation. One of the sincerest forms of respect you can provide another is a desire to listen to what they have to say. By listening, you are showing the other person that you value and honor them.

4. Listen to connect.

We've never had more excuses to not listen. As technology advances, we tend to spread our attention across multiple screens, problems, and people — often all at once. As a result, attention has become one of the scarcest resources — and one of the most valuable. When we give our full attention as we listen, we get to receive better connection.

“Attention is the rarest and purest form of generosity.”

SIMONE WEIL

If you lean into people and listen with your eyes and your ears, not only will your hearing be improved, your connection will be enhanced.



SHARE WITH YOUR GROUP:

How do you plan to practice listening to respect?

How do you plan to practice listening to connect?

Definition of difficult words on this page

1. **Desire:** (synonym is wish): Definition: to want something, especially strongly.
2. **Scarcest:** (synonym is short): Definition: Not easy to find or get.
3. **Spread:** (synonym is open out): Definition: To cover or reach a wider or increasing area, or to make something do this.
4. **Generosity:** (synonym is liberality): Definition: A willingness to give help or support, More than is usual or expected.
5. **Enhanced:** (synonym is increase): Definition: Better than before.

5. Listen and influence.

What most people really want is to be listened to, respected, and understood. When we try to talk convincingly and place expressing our own ideas and feelings above others, we begin to lose influence with them. When people sense that they are being understood, they become more motivated to understand your point of view. In other words, you persuade others with your ears before you persuade them with your mouth. People are more likely to listen to you if you can first listen to them. If you don't listen, you will eventually be surrounded by people who have nothing to say.



6. Listen to love.

Being heard is close to being loved. People who feel heard feel as though they are being loved. Don't be so concerned with having a voice; be more concerned with having a listening heart. So that when you do speak, your voice will become a voice that people will want to hear. Listening builds trust which is the foundation of all lasting relationships. Best of all, when you listen to love, you'll notice your friendships and relationships going deeper and becoming richer.

SHARE WITH YOUR GROUP:

Review what you have underlined. Choose the most important thing you underlined. Take one minute and share with the group why it was important to you.



Definition of difficult words on this page

1. **Convince:** (synonym is persuade); Definition: To persuade someone or make someone certain.

Review the Good Listeners List:

1. Listen to understand.
2. Listen to grow.
3. Listen to respect.
4. Listen to connect.
5. Listen to influence.
6. Listen to love.



SHARE WITH YOUR GROUP:

Which do you think is the most important reason to listen? Why?



TAKE ACTION:

**Today I will practice one of the six rules on
The Good Listeners List.**



Listening To Yourself



Oprah Winfrey encourages you to “listen to your life as it whispers to you.” She ended her address at Harvard University by saying, “If you’re willing to listen to, be guided by, that inner voice that is the GPS within yourself, to find out what makes you come alive, you will be more than okay. You will be happy, you will be successful, and you will make a difference in the world.”

WHY SHOULD YOU LISTEN TO YOURSELF?

- You know yourself better than anyone else.
- You want the best for yourself.
- You are with yourself more than anyone else.
- Your inner voice is your GPS.
- The more you listen to yourself, the more you will talk to yourself.

SHARE WITH YOUR GROUP:

Can you list other good reasons to listen to yourself?



HOW TO LISTEN TO YOURSELF

Find yourself a “Listening Spot.” This is a place where you regularly can go to be alone. Spend a few minutes doing the following:

1. Quiet yourself.

Quiet is the think tank of the soul. Blaise Pascal said, “The sole cause of man’s unhappiness is that he doesn’t know how to stay quietly in his room.” A few minutes of silence is not passive waiting. It’s proactive listening.

2. Visit yourself.

Take time to be with you. Ask yourself, “What happened in my world today?” Review your day — people you were with, things you experienced, and emotions that you felt. What kind of day was it? What were the highs and the lows?

3. Think to yourself.

Everything begins with a thought. Sigmund Freud said, “Thought is action in rehearsal.” Those things which hold your attention determine your action. While thinking to yourself, choose a thought that adds value to you.



SHARE WITH YOUR GROUP:

Do you have a “listening spot”? Where is it?

If not, which place will you designate to be your listening location?



4. Connect with yourself.

Before you try to connect with others, you need to connect with yourself. You cannot give what you do not have. Grow yourself, then grow others. Change yourself, then change others. Help yourself, then help others. Love yourself, then love others. Be comfortable with yourself, then be comfortable with others. Ask yourself this personal connecting question: “What did I learn about myself today?” and then listen to the response.

5. Talk to yourself.

The most important words you will ever hear are those you say to yourself. The words you speak about yourself when you are by yourself carry weight. Why is that true?

WHEN YOU TALK ABOUT YOURSELF...

- The words you use come from your thoughts. They are an outward expression of how you think about yourself inwardly. Are your thoughts positive or negative about yourself? What you think about you is important.
- The words you speak come from the thoughts you think. No one else speaks them, you do. Are your words positive or negative? What you say about yourself is important.
- The words you hear come from you. Hearing underlines thinking making it more impactful. Are the words you are hearing from you positive or negative? What you hear about you is important.

Definition of difficult words on this page

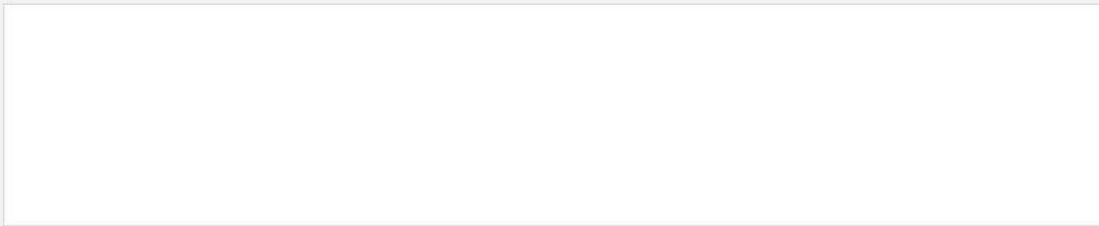
1. **Rehearsal:** (synonym is practice): Definition: A time when all the people involved in a play, dance, etc. practice in order to prepare for a performance.
2. **Comfortable:** (synonym is pleasant): Definition: Comfortable furniture and clothes provide a pleasant feeling and do not give you any physical problems
3. **Outward:** (synonym is exterior): Definition: Relating to how people, situations, or things seem to be, rather than how they are inside.
4. **Expression:** (synonym is utterance): Definition: The act of saying what you think or showing how you feel using words or actions.

“95% of your emotions are determined by the way you talk to yourself.”

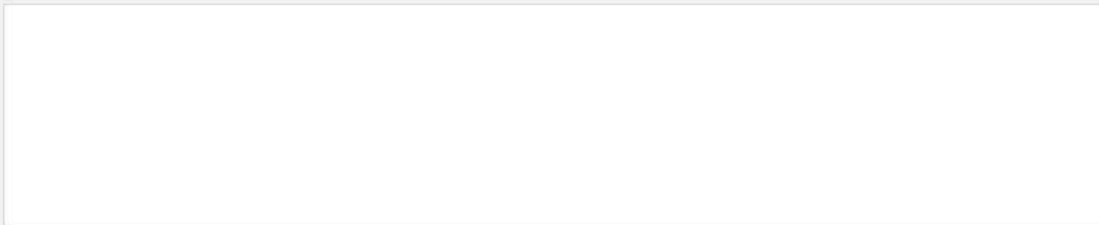
BRIAN TRACY

SHARE WITH YOUR GROUP:

What do I need to hear me say?



Review what you have underlined. Choose the most important thing you underlined.



Take one minute and share with the group why it was important to you.



TAKE ACTION:

Today I will listen to myself, say things that are positive about myself, and live out those positive statements through my actions.



"The first act of friendship is to listen."

JOHN C. MAXWELL

EVALUATE YOURSELF ON HOW WELL YOU PRACTICE LISTENING TO YOURSELF AND OTHERS THAT INFLUENCE YOUR ACTIONS ON A SCALE FROM 1 TO 5: Select your answer. (1 is weak, 5 is strong)

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

Why did you give yourself this rating?



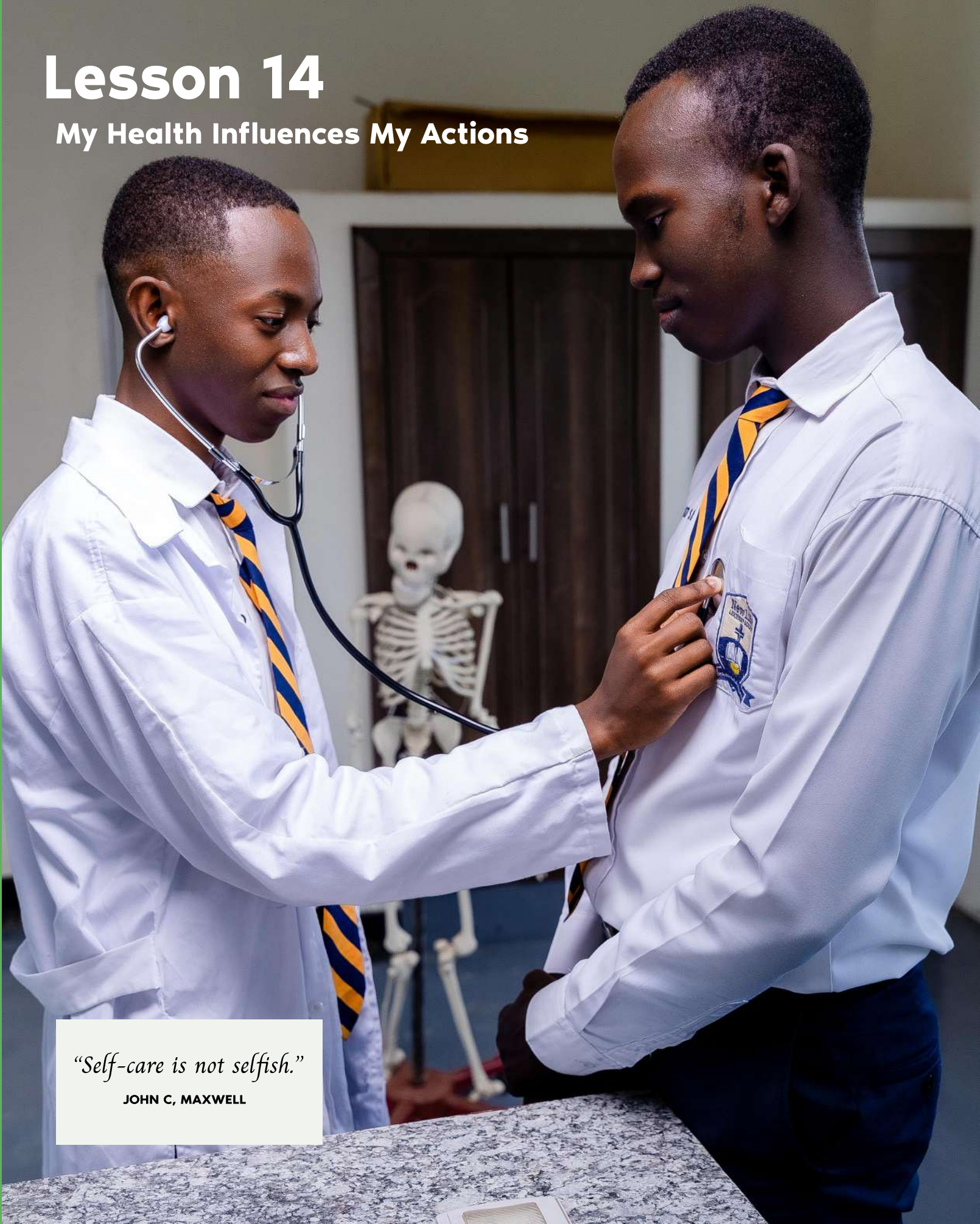
ACTION STEP:

What specific action can you take immediately that will improve your rating?



Lesson 14

My Health Influences My Actions



"Self-care is not selfish."

JOHN C. MAXWELL

LEGEND:

Use the prompts throughout the lesson to guide you.



First person
read aloud.



Next person
read aloud.



Underline what's
important to you.



Share with
others.



Group
activity



Take
action.

HOW YOU CAN MAKE THIS LESSON EFFECTIVE FOR YOU AND OTHERS:

1. Form groups of 6 to 8 people within the classroom.
2. Respect and value each person in the group.
Encourage yourself and others as you share.
3. Take turns reading each section of the material out loud.
4. Discuss openly. As you read, underline what is important to you.
5. Evaluate yourself. Review. Reflect. Apply. Have fun!

THE GOAL OF THIS LESSON:

**Practice doing the things that exhibit
a healthy lifestyle.**



| *Self-care is the best care.*

Caring for yourself is the best practice you can do for yourself mentally, emotionally and physically. Neglect one, and very quickly you won't be operating at optimal health. When your body feels healthy, you have more energy and a better outlook on your day. Healthy practices begin with choices that are backed up with action.

1. **Connect your identity to your choices.**

Connect who you are to what you do. Your worth is not defined by your physical appearance, but when you understand your worth, you make different, better choices. Most people know they should make healthy choices, they just don't know where to begin. The best place to start is by eating healthy nutritious foods that feed your body the nutrients it requires to do all the things you choose to do each day. When you have a choice in front of you, ask yourself this question: "Is this choice the best option for my body and aligned with the healthy person I choose to be?"

The next time that you're faced with a good choice versus a bad choice (instant gratification versus delayed gratification), link the decision to your identity. Talk with yourself and ask, "Am I the kind of person who chooses instant gratification over delayed gratification?" Say to yourself, "Of course not," and make the good choice.

If you want to eat healthy but your ambition gets derailed by a delicious looking donut, you can ask yourself something along the lines of "Am I the type of person who picks unhealthy, high-sugar food over vitamin-rich healthy food?" Say to yourself, "Of course not, that's not who I am! Choosing an unhealthy donut over a healthy snack doesn't match the person I believe myself to be."

Picking something that's not aligned with what we know to be true for ourselves causes a mismatch in our identity, and we'll do anything to protect our identity, because if we don't have our identity, what do we have? Therefore, confronting yourself with who you are before you make certain choices allows room to make better choices.

Definition of difficult words on this page

1. **Exhibit:** (synonym is reveal): Definition: To show something publicly.
2. **Nutritious:** (synonymy is menu): Definition: The substances that you take into your body as food and the way that they influence your health.
3. **Ambition:** (synonym is aspiration): Definition: A strong wish to achieve something.
4. **Derailed:** (synonym is crash): Definition: If a train derails or is derailed, it comes off the railway tracks.
5. **Junk:** (synonym is garbage): Definition: Things that are considered to be of no use or value, or of low quality.
6. **Habitually:** (synonym is always): Definition: In a way that is habitual (= usual for someone or often repeated).

Challenge yourself to shift into a healthy lifestyle. How do you accomplish this?
Ask yourself these questions:

- 1) Do I currently have the habits of an unhealthy lifestyle? _____
- 2) Do I want to be the kind of person that has an unhealthy lifestyle? _____
If the answer is "No" ask yourself the third question.
- 3) Am I the kind of person who is willing to live a healthier lifestyle? _____
- 4) Do I do things that show I am committed to a healthy lifestyle? _____

I can become the person who makes healthy choices!

SHARE WITH YOUR GROUP:

Choose the most important thing you underlined and why it was important to you.



DEVELOPING YOUR HEALTHY IDENTITY:

See the person you want to become,
Say words that support what you see,
Do things that reinforce what you say, and
Become the person you want to be!



2. Buy into the benefits of healthy living.

Your choice to live a healthy life will dictate your behavior. When you make the decision to put nutritious, life-enhancing foods into your body, the desire to eat junk food becomes less tempting.

Buying into the benefits of healthy living requires you to ask yourself, "Does eating this food or skipping this activity work *for* or *against* me? More often than not, when you have made a clear decision to practice self-care, you will defer to the stronger version of yourself and live a better way!

Why buy into the benefit of exercise? Convincing people to exercise is not easy, until they realize the benefits. Here are a couple reasons.

First, exercise doesn't require a large time investment. The Mayo Clinic recommends 20 minutes of exercise per day. Instead of hopping on Instagram, Snapchat or your email first thing in the morning, do this: exercise *then* hop onto social media.

Second, exercise is a keystone habit. Keystone habits are good habits that lead to the development of other good habits. When people start habitually exercising, even as infrequently as once a week, they start changing other unrelated patterns in their lives often unknowingly. Typically, people who exercise start to eat better and become more productive in school.



SHARE WITH YOUR GROUP:

Review what you have underlined. Choose the most important thing you underlined. Take one minute and share with the group why it was important to you.

KEY BENEFITS OF PHYSICAL ACTIVITY:

Check the benefits that are most important to you.

- ☐ Improves circulation throughout the body
- ☐ Prevents and manages high blood pressure
- ☐ Prevents bone loss
- ☐ Boosts energy levels
- ☐ Releases tension
- ☐ Improves sleep patterns
- ☐ Improves self-image
- ☐ Helps manage stress, fights anxiety and depression
- ☐ Increases enthusiasm and optimism
- ☐ Increases muscle strength
- ☐ Maintains weight

Definition of difficult words on this page

1. **Hop:** (synonym is jump): Definition: To jump on one foot or to move about in this way.
2. **Keystone:** (synonym is corner stone): Definition: the most important part of a plan, idea, etc. on which everything else depends.
3. **Patterns:** (synonym is sometimes): Definition: A particular way in which something is done, is organized, or happens.
4. **Enthusiasm:** (synonym is eagerness): Definition: A feeling of energetic interest in a particular subject or activity and an eagerness to be involved in it.
5. **Optimism:** (synonym is positive): Definition: The quality of being full of hope and emphasizing the good parts of a situation will happen.

What are the two benefits that motivate you to do physical activity?

What one habit will you develop for a healthier lifestyle?

TAKE ACTION:

**Today I will practice one habit to develop
my healthier lifestyle.**



Health Practices (cont)



3. Identify the nourishing centers in your life.

The care of yourself must continually be nourished. We all require replenishing from our lives. Though we may not be able to change our circumstances, we can nurture ourselves through them. An effective way to do this is to establish nourishment centers you can turn to.

POTENTIAL NOURISHMENT CENTERS FOR YOU

- Music - Which songs lift me?
- Thoughts - Which thoughts speak to me?
- Experiences - Which experiences rejuvenate me?
- Friends - Which people encourage me?
- Recreation - Which recreation energizes me?
- Soul - Which spiritual exercises strengthen me?
- Hopes - Which dreams inspire me?
- Home - Which family members care for me?
- Giftedness - Which strengths activate me?
- Memories - Which memories make me smile?
- Books - Which books grow me?

SHARE WITH YOUR GROUP:

For Nourishment Centers to be effective, they must be both personal and accessible. What other "Nourishment Centers" would you include in your life?



4. Stop saying, "I should" and start saying, "I do."

The biggest health gap that exists is the difference between what you should do and what you actually do.



Definition of difficult words on this page

1. **Rejuvenate:** (synonym is revive): Definition: To make someone look or feel young and energetic again.
2. **Recreation:** (synonym is leisure): Definition: (a way of) enjoying yourself when you are not working.
3. **Giftedness:** (synonym is talent): Definition: A present or something that is given.
4. **Accessible:** (synonym is able): Definition: To be reached or easily obtained.

“The fact is that thinking about being healthier won’t make you healthier. Even meditation, which is a mental exercise, still requires that you DO IT. There is no getting around this. You must take action.”

MEL ROBBINS

The subject of health and wellness has more information, support, research, options, and free content than any other subject. For example, you could Google ‘diet,’ download the top 20 search results, print them out, put them on a dart board, and follow whatever diet the dart hits. The diet, if you actually follow it, will work. The problem is never the diet. The problem is always your feelings about dieting. The same is true for exercising. Every single diet, exercise program, workout class, therapy regimen, meditation, and John Maxwell program WILL improve your life! But here’s the catch – YOU HAVE TO DO IT!

WHAT DO YOU HAVE TO DO?

1. Exercise daily.

Not only is exercise great for keeping our hearts strong and our weight healthy, studies have shown that when we exercise, we produce increased levels of endorphins and serotonin (happy hormones) which improve our moods and energy levels. So, exercising daily could have as much of an effect on your happiness as it does on your health.

2. Stay positive.

Our thoughts drive our moods and color our perception of experiences. If you believe the phrase “You are what you think,” then life truly stems from your thoughts. Research shows that up to 80 percent of the thoughts we produce in a day are negative, and you can’t live a positive life with a negative mind. Affirmations are helpful actions to self-improvement because of their ability to re-wire our brains by increasing the level of endorphins released into the body.

Definition of difficult words on this page

1. **Meditation:** (synonym is think): Definition: To think calm thoughts in order to relax or as a religious activity.
2. **Dartboard:** (synonym is game board): Definition: A circular board that darts are thrown at in a game.
3. **Endorphins:** (synonym is natural pain killers): Definition: A chemical naturally, released in the brain to reduce pain, that in large amounts can make you feel relaxed or full of energy.
4. **Serotonin:** (synonym is Hydroxy tryptamine): Definition: A neurotransmitter (= a chemical in the body that carries messages from the brain) that helps you feel relaxed and happy.

Write a positive affirmation for yourself here.

3. Get outside.

The best part of the world is in open air. John Muir says, "Nature's peace will flow into you as sunshine flows into trees. The winds will blow their own freshness into you, and the storms their energy, while cares will drop off like autumn leaves." So, get outside today!

Daylight releases vitamins in your body that it needs. This can have an impact on your mood. To get exposed to these vitamins, needed for production of brain chemicals to improve your attention span, it requires you to go outside.

4. Eat well.

The food we eat has the potential to either help or hurt us. Making some healthy changes in your eating habits can greatly impact your life. Making small changes are easier to maintain. Try introducing one or two of the following:

- Eat breakfast every morning to prepare your brain and body for the day.
- Improve your snack options and choices.
- Drink water instead of other beverages.
- Limit sugary foods.



SHARE WITH YOUR GROUP:

What do you love to do outside?

What is your favorite snack? How can you make it healthier?



Definition of difficult words on this page

1. **Autumn:** (synonym is fall): Definition: The season of the year between summer and winter, when fruits and crops become ready to eat and are picked, and leaves fall.
2. **Chemicals:** (synonym is synthetic.): Definition: Any basic substance that is used in or produced by a reaction involving changes to atoms or molecules.
3. **Span:** (synonym is length): Definition: The period of time that something exists or happens.



5. Minimize electronics.

Studies have shown that cutting down screen time can have a positive effect on physical, social, and behavioral well-being and can even improve academic performance! Powering down minimizes migraines and increases quality time with friends. Monitoring your screen time and content of screening will boost objectivity and brain performance. Is what you are viewing and playing helpful or harmful? Benefiting or simply time consuming?

Try making these small changes:

- Turn off any background TV.
- Switch violent gaming to non-violent gaming.
- Power down electronic devices during school, while doing homework, and while eating meals.
- Turn off all devices before falling asleep.
- Evaluate the pros or cons of what you are viewing.
- Monitor and limit your screen time through apps.

6. Sleep well.

Make sleep part of your self-care routine. Creating regular sleep patterns multiplies all the other healthier lifestyle choices you are implementing. Try going to bed and getting up at the same time every day. Your body will thank you. Your mind will thank you. Your mood will thank you. Your activities will thank you.



SHARE WITH YOUR GROUP:

What one electronic device do you use most? How can you make it healthier?

What time do you go to bed and wake up? How can you improve on these times?

Definition of difficult words on this page

1. **Behavioral:** (synonym is discernible): Definition: Expressed in or involving behavior.
2. **Migraines:** (synonym is headache): Definition: Severe continuous pain in the head, often with vomiting and difficulty in seeing.

INTENTIONAL SELF-CARE

Often, people say they don't have time for self-care. You can't make more time, but you can make better use of your time. Exchange your mindless time (time spent without thought) into mindful time (time spent with thought.) Self-care is mindful time invested intentionally to give you overall better health.

Eat like you love yourself. Move like you love yourself. Speak like you love yourself. View like you love yourself. Sleep like you love yourself. Act like you love yourself.

It's time to...

Love yourself. Respect yourself. Admire yourself. Forgive yourself. Nurture yourself. Improve yourself.

Today's the day!



SHARE WITH YOUR GROUP:

What did you underline that was most important to you?

Assess which areas of your life need more attention and self-care. How will you improve?

What is the one thing you must move from the "I should" side to the "I do" side?"



TAKE ACTION:

Today I will care for myself by living a healthier lifestyle.



Definition of difficult words on this page

1. **Intentional:** (synonym is done on purpose): Definition: To have as a plan or purpose.
2. **Nurture:** (synonym is bring up): Definition: To take care of, feed, and protect someone or something, especially young children or plants to develop.

"Self-care is not selfish."

JOHN C. MAXWELL

EVALUATE YOURSELF ON HOW WELL YOU PRACTICE THE THINGS THAT EXHIBIT A HEALTHY LIFESTYLE THAT INFLUENCES YOUR ACTIONS ON A SCALE FROM 1 TO 5: Select your answer. (1 is weak, 5 is strong)



1



2



3



4



5

Why did you give yourself this rating?



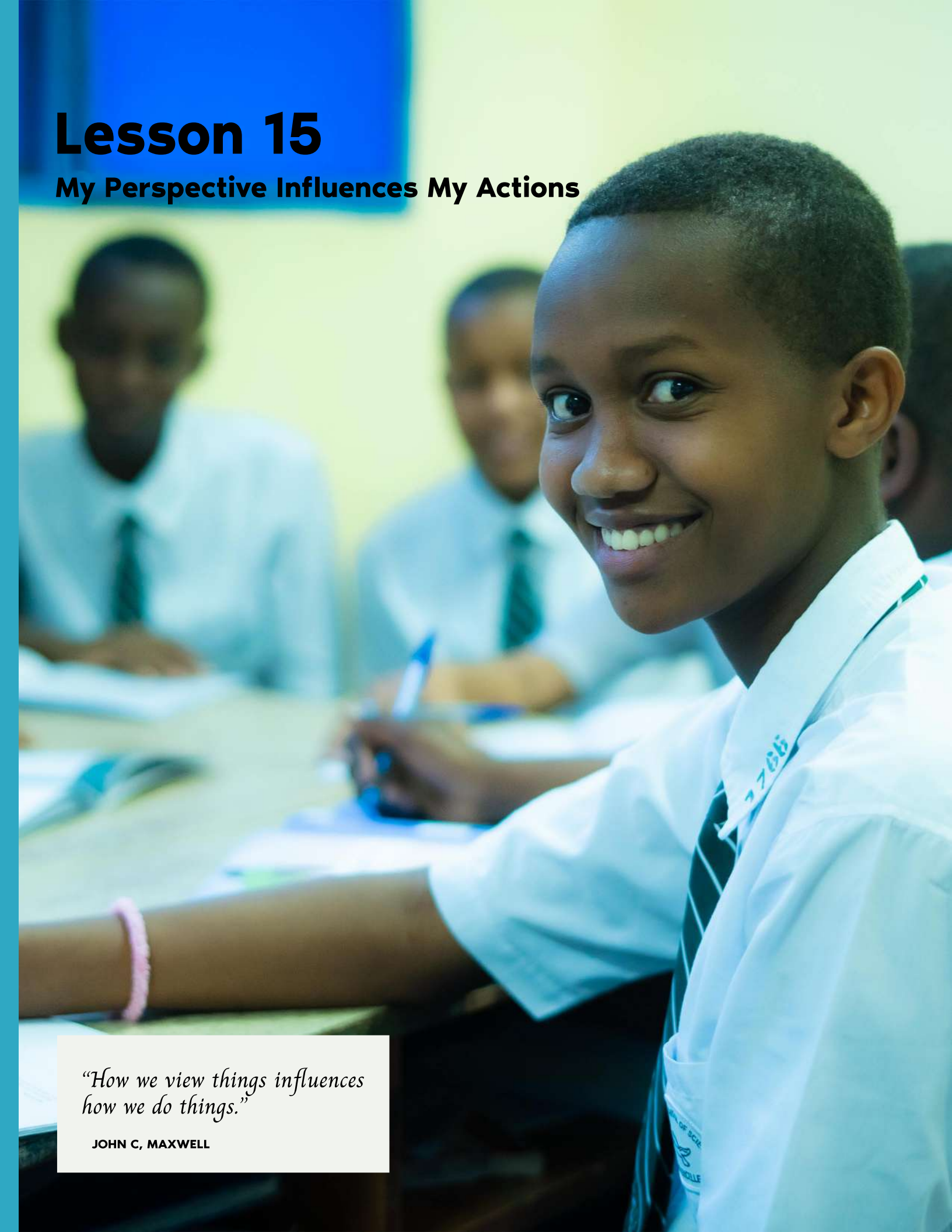
ACTION STEP:

What specific action can you take immediately that will improve your rating?



Lesson 15

My Perspective Influences My Actions

A young girl in a school uniform is smiling and looking towards the camera. She is wearing a white shirt and a dark tie. In the background, other students are visible, some sitting at desks and writing. The scene is set in a classroom with a blue wall and a yellow wall.

*"How we view things influences
how we do things."*

JOHN C. MAXWELL

LEGEND:

Use the prompts throughout the lesson to guide you.



First person
read aloud.



Next person
read aloud.



Underline what's
important to you.



Share with
others.



Group
activity



Take
action.

HOW YOU CAN MAKE THIS LESSON EFFECTIVE FOR YOU AND OTHERS:

1. Form groups of 6 to 8 people within the classroom.
2. Respect and value each person in the group.
Encourage yourself and others as you share.
3. Take turns reading each section of the material out loud.
4. Discuss openly. As you read, underline what is important to you.
5. Evaluate yourself. Review. Reflect. Apply. Have fun!

THE GOAL OF THIS LESSON:

**Practice seeing things through
the perspective of others.**



We Naturally See Things From Our Perspective



We are both selfish and cooperative by nature but often unaware of our selfishness. Here are some examples:

A Child's Perspective of Toys

- If I like it – it's mine.
- If I can take it away from you – it's mine.
- If I had it a while ago – it's mine.
- If I say it's mine – it's mine.
- If it looks like mine – it's mine.
- If I say I saw it first – it's mine.
- If you're having fun with it – it's mine.
- If you lay it down – it's mine.
- If it's broken – it's yours.

Whose Point of View?

When another kid takes a long time, they're slow.

When I take a long time, I'm thorough.

When another student doesn't do it, they're lazy.

But when I don't do it, I'm busy.

When another classmate pleases the teacher, they're an apple polisher.

But when I please the teacher, that's cooperation.

When another student gets good grades, they're getting breaks.

But when I perform well, that's just the reward for hard work.

When another person whispers, they're gossiping.

But when I whisper, I am keeping my voice down.

When another person wears unique clothes, they're weird.

But when I dress out of ordinary, I'm fashionable.

When another kid makes a mistake, they're a loser.

But when I fail, I'm learning from my failures.

Definition of difficult words on this page

1. **Thorough:** (synonym is rigorous): Definition: Detailed and careful.
2. **Polisher:** (synonym is broom): Definition: Having been polished.
3. **Ordinary:** (synonym is usual): Definition: Not different or special or unexpected in any way; usual.
4. **Fashionable:** (synonym is popular): Definition: Popular at a particular time.

2. Our perspective needs to be expanded.

A limited perspective: Sees things from only our point of view

An expanded perspective: Sees things from others point of view



I'm sure that many of you know the story of the six blind men who were led to an elephant so they could examine it. The first man touched the side of the elephant and said, "It's very much like a wall." The second man touched the elephant's tusk and said, "It's very much like a spear." The third man took the elephant's trunk in his hand and commented, "It's very much like a snake." The fourth man, embracing one of the legs, remarked, "It's very much like a tree." The fifth man, feeling the elephant's ear said, "Even a blind man can tell that this animal is very much like a fan." The sixth man grabbed hold of the tail and said, "The elephant is very much like a rope." Then the six men went home, each one satisfied that he understood what an elephant looked like.

SHARE WITH YOUR GROUP:

What lesson did you learn from the story of the elephant?



02

How To Expand Your Perspective



1. Express gratitude in your life.

Oprah Winfrey said, "Keep a grateful journal. Every night, list five things that happened this day that you are grateful for. What it will begin to do is change your perspective of your day and your life. If you can learn to focus on what you have, you will always see that the universe is abundant; you will have more. If you concentrate on what you don't have, you will never have enough."

Definition of difficult words on this page

1. **Spear:** (synonym is bayonet): Definition: A weapon consisting of a pole with a sharp, usually metal, point at one end, that is either thrown or held in the hand.
2. **Grabbed:** (synonym is seize): Definition: To take hold of something or someone suddenly and roughly.
3. **Abundant:** (synonym is plentiful): Definition: More than enough.
4. **Concentrate:** (synonym is focus): Definition: To direct your attention or your efforts towards a particular activity, subject, or problem.

2. Choose friends who have a positive perspective of life.

We are influenced by the people we hang with. Therefore, spend more time with those that have a healthy perspective about themselves and their surroundings. These people rarely complain, can distinguish between what is important and what isn't, and are a joy to be around.

3. Reach out to others.

We tend to get mired in our own problems, turning inward and growing depressed and frustrated. Finding ways to serve and help others will make you feel better and broaden your understanding about the interconnectedness of all human beings. Even something as simple as offering a few encouraging words to someone else can make a world of a difference – to them and to you.

4. Seek first to understand then to be understood.

Empathy begins with understanding life from another person's perspective. The best way to do this is through empathic listening. This means that you listen to the other person and try to see the world as he or she sees it. This does not mean that you give up your perspective. It means that you add another viewpoint to your own. If this corrects your viewpoint even a little bit, that's beneficial!

5. Ask the question, “what am I missing?” frequently.

Asking questions are like mining for gold. When you ask yourself, “What am I missing?” it places your mind in the frame to seek another perspective and expands the picture. It is a humility question because you are stating that you don't know it all. It is an honoring question because you care about another's opinion enough to ask. It is a helping question because it gives you a more rounded perspective.

Practice asking, “What am I missing?” with your teachers, friends, and family, and see what you learn from their perspective.

6. Do something different to see something differently.

In the movie Dead Poets Society (see the “Carpe Diem” part on YouTube) the teacher, Mr. Keating, encourages the students to climb on the table to look at the classroom from a new perspective. It indeed looks different from up there.

Change of Pace & Change of Place = Change of Perspective

Definition of difficult words on this page

1. **Distinguish:** (synonym is differentiate): Definition: To understand the difference between two things, or to make one person or thing seem different from another.
2. **Trend:** (synonym is movement): Definition: A general development or change in a situation or in the way that people are behaving.
3. **Inward:** (synonym is ingoing): Definition: On or towards the inside.
4. **Broaden:** (synonym is expand): Definition: To become wider, or to cause something to become wider.
5. **Interconnectedness:** (synonym is connection): Definition: The state of having different parts or things connected or related to each other.

SHARE WITH YOUR GROUP:

Review what you have underlined. Choose the most important thing you underlined. Take one minute and share with the group why it was important to you.



Which one of the "Perspective Expanders" do you need to start doing? Why?

Today I will...

1. Express gratitude for my life.
2. Choose friends who have a positive perspective of life.
3. Reach out to others.
4. Seek first to understand, then to be understood.
5. Ask the question "What am I missing?"
6. Do something different to see something differently.

TAKE ACTION:

Pick one action from the list above and practice it.



Perspectives To Develop



One of the ways you can take control of your life is by developing your perspective. You don't always have control over your situation, but you do have control over how you view it.

1. Choose a positive perspective.

"The people who are crazy enough to think they can change the world are usually the ones who do!"

STEVE JOBS

Do You Remember The Starfish Story?

A storm had washed up thousands of starfish. A girl picks one up and tosses it into the ocean. Then another. And another. People watch, amused. A man says, "Little girl, what are you doing? You can't save them all. It's impossible to make a difference." Returning another back to the water, she says, "It made a difference to that one!" She chose a positive perspective in spite of the odds.

REFLECTION:

What is your starfish? What small action can you take to make a difference?

2. A better perspective helps you get along better with people.

Seeing something from a different perspective can raise your own awareness and enable you to find better solutions and build better relationships. Think of a time when you found yourself in a disagreement with another person. The reason for the argument is that the other person has a different perspective on things. They are looking through their personal pair of glasses to the world as we all do. Therefore, what seems to be clear to you as you see it, may not be clear to the other person. It is possible that if you were wearing the glasses of the person who disagrees with you, you would probably disagree with you too!



Definition of difficult words on this page

1. **Storm:** (synonym is tempest): Definition: An extreme weather condition with very strong wind, heavy rain, and often thunder and lightning.
2. **Starfish:** (synonym is sea star): Definition: A flat animal that lives in the sea and has five arms that grow from its body in the shape of a star.
3. **Awareness:** (synonym is recognition): Definition: Knowing that something exists, or having knowledge or experience of a particular thing.



SHARE WITH YOUR GROUP:

What disagreement have you had with someone that could have gone better if you tried viewing it from their perspective? How would you handle it differently?



3. Everything in life is temporary.

Every time it rains, it stops raining. Every time you get hurt, you heal. After darkness there is always light. After winter comes spring.

So if things are good right now, enjoy it. It won't last forever. If things are bad, don't worry because it won't last forever either. Just because life isn't easy at the moment doesn't mean you can't laugh. Just because something is bothering you doesn't mean you can't smile. Every moment gives you a new beginning and a new ending. You get a second chance every second; you just have to take it and make the best of it. The right perspective helps you do that.



SHARE WITH YOUR GROUP:

Review what you have underlined. Choose the most important thing you underlined. Take one minute and share with the group why it was important to you.

Definition of difficult words on this page

1. **Spring:** (synonym is leap): Definition: The season of the year between winter and summer, lasting from March to June north of the equator, and from September to December south of the equator.
2. **Winter:** (synonym is cold): Definition: The season between autumn and spring, lasting from November to March north of the equator and from May to September south of the equator, when the weather is coldest.

Which of the three perspectives do you want to improve on? How will you do that?

TAKE ACTION:

**Today I will develop better perspectives
to improve my life.**



*"How we view things influences
how we do things."*

JOHN C. MAXWELL

**EVALUATE YOURSELF ON HOW WELL YOU PRACTICE SEEING THINGS THROUGH THE PERSPECTIVE OF OTHERS
THAT INFLUENCE YOUR ACTIONS ON A SCALE FROM 1 TO 5: Select your answer. (1 is weak, 5 is strong)**

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

Why did you give yourself this rating?



ACTION STEP:

What specific action can you take immediately that will improve your rating?



Lesson 16

My Dreams Influence My Actions

"Dreams don't work unless you do."

JOHN C. MAXWELL

LEGEND:

Use the prompts throughout the lesson to guide you.



First person
read aloud.



Next person
read aloud.



Underline what's
important to you.



Share with
others.



Group
activity



Take
action.

HOW YOU CAN MAKE THIS LESSON EFFECTIVE FOR YOU AND OTHERS:

1. Form groups of 6 to 8 people within the classroom.
2. Respect and value each person in the group.
Encourage yourself and others as you share.
3. Take turns reading each section of the material out loud.
4. Discuss openly. As you read, underline what is important to you.
5. Evaluate yourself. Review. Reflect. Apply. Have fun!

THE GOAL OF THIS LESSON:

**Practice asking the four questions that will make
your dream come true.**



O1

Your Dreams Influence Your Actions

The great artist Michelangelo went to the studio of his student Raphael. He looked at one of his drawings, considered it for a moment, then took a piece of chalk and wrote the word “larger” across the entire drawing. He wanted Raphael to think bigger. That’s what dreams do for us.

Four Questions To Ask About Your Dream

1. The Passion Question: Does my dream energize me?

Passion gives you energy. It is an expression of optimism and hope that captures your imagination and engages your spirit. A dream filled with passion will grab you and move you. It will lift you to new heights and help you overcome self-imposed limitations. What carries you through tough times? What gives you strength to overcome adversity? PASSION!

PASSION ENABLES YOU TO...

Believe while others are doubting.
Plan while others are playing.
Study while others are sleeping.
Decide while others are delaying.
Prepare while others are daydreaming.
Begin while others are procrastinating.
Work while others are wishing.
Save while others are wasting.
Listen while others are talking.
Smile while others are frowning.
Commend while others are criticizing.
Persist while others are quitting.

What are you most passionate about in your life?



2. The Cost Question: Am I willing to pay this price for my dream?

Every worthwhile dream in life has a price tag. Are you willing to pay it?

Definition of difficult words on this page

1. **Frowning:** (synonym is make a face): Definition: To bring your eyebrows together so that there are lines on your face above your eyes.
2. **Persist:** (synonym is persevere): Definition: If an unpleasant feeling or situation persists, it continues to exist.
3. **Quitting:** (synonym is leave): Definition: To stop doing something or leave a job or a place.
4. **Worthwhile:** (synonym is useful): Definition: Useful, important, or good enough to be a suitable reward for the money or time spent or the effort made.

The dream is free. The journey isn't. Dreams have a price. Most dreams are not realized because people are unwilling to pay that price. The size of the cost is determined by the size of the dream. For example, a small dream requires a small price. A medium dream requires a medium price. A big dream requires a big price.

What Is Included In The Cost Of Your Dream?

1.) Make personal changes.

The difference between where you are and where you want to be is created by the changes you are willing to make in your life. When you want something you have never had, you must do something you've never done to get it. Otherwise, you will keep getting the same results.

If you are not moving forward toward your dream or not living it, it's not because of outward influences. It's not because of other people, circumstances, or situations outside yourself that are to blame. The reason you are not experiencing your dream is inside yourself. Are you willing to make the personal changes necessary to achieve your dream? If your answer is "No," the dream is an impossibility. If the answer is "Yes," the dream is a possibility!

SHARE WITH YOUR GROUP:

What one change will you make that will help your dream come true?



2.) Do the daily essentials.

The achievement of your dream is determined by what you do daily. Every day you need to live the life you want most. For example, if you want to be an artist, you can make a big sweeping decision to go to art school, but this won't make you an artist. This act, on its own, will not change the course of your life. You'll become an artist by picking up a paintbrush, or a sketchbook, and making art every day. It is asking yourself, every day, "What can I do today that will point me in the direction of my dreams?"

Definition of difficult words on this page

1. **Sketchbook:** (synonym is pad): Definition: A number of sheets of plain paper joined together for drawing on.



SHARE WITH YOUR GROUP:

Review what you have underlined. Choose the most important thing you underlined. Take one minute and share with the group why it was important to you.

1. THE PASSION QUESTION: DOES MY DREAM ENERGIZING ME?

EVALUATE YOURSELF FROM 1 TO 5:

1 2 3 4 5

Write your dream down.

2. THE COST QUESTION: AM I WILLING TO PAY THE PRICE FOR MY DREAM?

EVALUATE YOURSELF FROM 1 TO 5:

1 2 3 4 5

Which one of the two questions is most challenging to you? Why?



TAKE ACTION:

Today I will take one step to point me in the direction of my dreams. What is that step?

Your Dreams Influence Your Actions (cont)



3. The Significance Question: Does my dream benefit others?

Hero: Someone who gives his or her life to add value to others

A dream that just includes yourself may be too small. When your dream adds value to others, they in turn will add value to you. Let the following words inspire you to take responsibility to make your world a better place to live:

Walter E. Fauntroy said, "The past is yours. Learn from it. The future is yours. Fulfill it. Cancer is yours. Cure it. Racism is yours. End it. Injustice is yours. Correct it. Sickness is yours. Heal it. Ignorance is yours. Banish it. War is yours. Stop it. Hope is yours. Confirm it. [Your country] is yours. Save it. The world is yours. Serve it. The dream is yours. Claim it. Don't be blinded by prejudice, disheartened by the times, or discouraged by the system."

Face the system. Challenge it. Change it. Confront it. Correct it. Don't let anything paralyze your mind, tie your hands, or defeat your spirit. Take the world; do not to dominate it, but add value to it. Do not exploit it, enrich it. Take your dream and inherit the earth.

SHARE WITH YOUR GROUP:

What did you underline that was important to you?



4. The Action Question: Am I a day dreamer or a dream doer?

Action is the bridge between your dreams and your accomplishments!

Dreams

Actions

Accomplishments



The question is: How many times do you cross the bridge?



Definition of difficult words on this page

1. **Fulfill:** (synonym is attain): Definition: To do something that is expected, hoped for, or promised, or to cause it to happen.
2. **Ignorance:** (synonym is inexperience): Definition: Lack of knowledge, understanding, or information about something.
3. **Blinded:** (synonym is sightless): Definition: unable to see.
4. **Disheartened:** (synonym is discourage): Definition: Having lost confidence, hope, and energy.

The Differences Between Day Dreamers And Dream Doers

DAY DREAMERS...

Talk
Rely on luck
Think about the destination
Wait
Live within their comfort zones
Become distracted
Never launch
Are content
Make excuses
Have good intentions

DREAM DOERS...

Do
Rely on discipline
Focus on the process
Initiate
Take risks
Are focused
Follow through
Are committed
Make a way
Have good actions

REFLECTION:

Check the ones that describe you. Where are most of your checks? Are you more of a Day Dreamer or a Dream Doer?



The Wright Brothers Were Dream Doers

In 1903 the Wright brothers were trying to make an airplane. So was everyone else at the time. The difference? The Wright brothers had a thousand dollars to work with while the others had millions. This doesn't make any sense. Massive corporations with hundreds of scientists and engineers should have easily made a plane before these two bicycle-building brothers. They didn't though, because of one more key difference: The Wright brothers had as many test flights in a single month (1,900) than their corporate rivals had in a year. How? By focusing on action. They would make a failed test flight then make minor adjustments to their original plans. They would soon be ready for the next test flight and repeat the process again. And again. Their big-budget competitors would go back to the

Definition of difficult words on this page

1. **Rely:** (synonym is depend): Definition: To need a particular thing or the help and support of someone or something in order to continue, to work correctly, or to succeed.
2. **Initiate:** (synonym is begin): Definition: to cause something to begin.
3. **Doer:** (synonym is perform): Definition: someone who gets actively involved in something, rather than just thinking or talking about it.

drawing board with each failed attempt, wasting massive amounts of time and money talking about what they should do. The Wright brothers' focus on action allowed them to learn and get their answers more quickly. Their competitors' focus on planning made them slow, expensive, and ultimately less effective. Action demonstrates what works better than an abstract idea.

The real difference between a dream and wishful thinking, is what you do today.

To make your dream happen tomorrow, get started today! Within our reach lies every path we ever dream taking. Within our power lies every step we ever dream of making. Within our range lies every joy we ever dream of seeing. Within ourselves lies everything we ever dream of being.

SHARE WITH YOUR GROUP:

Review what you have underlined. Choose the most important thing you underlined. Take one minute and share with the group why it was important to you.



TAKE ACTION:

Today I will practice fulfilling my dream!



Definition of difficult words on this page

1. **Demonstrates:** (synonym is show): Definition: To show or make something clear.
2. **Range:** (synonym is scale): Definition: a set of similar things.

"Dreams don't work unless you do."

JOHN C. MAXWELL

EVALUATE YOURSELF ON HOW WELL YOU PRACTICE ASKING QUESTIONS THAT WILL MAKE YOUR DREAM COME TRUE THAT INFLUENCE YOUR ACTIONS ON A SCALE FROM 1 TO 5: Select your answer. (1 is weak, 5 is strong)

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

Why did you give yourself this rating?



ACTION STEP:

What specific action can you take immediately that will improve your rating?



Everything rises and falls on leadership.

These words are true for every culture. When leadership is good, things turn out good. When leadership is bad, things turn out bad. Leadership influences every part of society. Leadership affects what happens in government, business, education, religion, sports, and entertainment.

Why is it important for you to participate in this leadership program? Because you are capable of learning how to lead right now. Yes, even at your young age, you can begin learning leadership skills! And, the earlier you learn good leadership lessons, the more successful you will be in life.

The goal of this journal is to prepare you to be a leader now and in the future. You'll look at how you influence others and how others influence you. You'll look at your classmates, and they will look at you through a leadership lens. You'll have to do some thinking about who you are, who you want to be, and where you want to go. But, when you reach the end of this program, you'll have learned what it takes to be a good leader.

THE BENEFITS OF LEARNING HOW TO LEAD

1. You will be able to increase your influence with others.
2. You will know how to lead with confidence and hope.
3. You will include others in your thoughts and actions.
4. You will provide a better life for yourself and others.
5. You will develop qualities that will make you a good example.
6. You will practice skills that will make you a better leader.
7. You will make a positive impact upon your family and friends.
8. You will receive greater respect from those who know you.
9. You will help fill the leadership void in your community.
10. You will realize that your life has great value to those around you.

Take a moment and review these benefits of learning how to lead. Which ones are most important to you? Which ones are most important to those you will lead? Obviously, the time you invest in learning these lessons will result in the return of a wonderful investment in yourself. It's impossible to help others succeed without succeeding yourself! So, get ready.

The following lessons are designed to enable you to be a leader. Each one will be a building block that adds to your leadership life. Learn them well. You will be glad you did. Your ability to lead will make a difference, and others will be proud of you!

Lesson 1

The Definition of Leadership – Influence



“Influence is the beginning of leadership.”

JOHN C. MAXWELL

LEGEND:

Use the prompts throughout the lesson to guide you.



First person
read aloud.



Next person
read aloud.



Underline what's
important to you.



Share with
others.



Take
action.

HOW YOU CAN MAKE THIS LESSON EFFECTIVE FOR YOU AND OTHERS:

1. Form groups of six to eight people within the classroom.
2. Respect and value each person in the group.
Encourage yourself and others as you share.
3. Take turns reading each section of the material out loud.
4. Discuss openly. As you read, underline what is important to you.
5. Evaluate yourself. Review. Reflect. Apply. Have fun!

THE GOAL OF THIS LESSON:

**Recognize the differences between
leadership and influence and choose
to lead well for the right reasons.**



01

The Differences Between Leaders and Influencers



Leadership and influence are related (and even sometimes used interchangeably), but they're not one and the same. Your goal should be to become a leader that influences others the right way and for the right reason. Understanding the differences is crucial.

Here are some examples to illustrate the impact of each:

LEADERS

- Lead and influence
- Good values are essential
- Others first
- Want to be “respected”
- Feel responsible to others
- Develop leaders
- Are transformational

INFLUENCERS

- Influence but may not lead
- Good values are optional
- Self-first
- Want to be “liked”
- Doesn't feel responsible to others
- Develops followers
- Are transactional



02

Insights About Leadership



Everyone influences someone.

If your life in any way connects with other people, you are an influencer. By definition, you are already a leader. Did you know that each of us influences at least ten thousand other people during our lifetime? Even the most introverted individual will influence others. Isn't that amazing? Every day, you influence others. And, you are influenced by others. That means no one is excluded from being both a leader and a follower.



SHARE WITH YOUR GROUP:

Look at the person seated next to you, and say, “You influence others!”

So, the question is not *whether* you will influence someone, but *how* you will use your influence. This iLead program is designed to help you develop your leadership ability and increase your current and future success. Whether you desire to build your brand and business, strengthen friendships or reach the world, the first step in achieving any of these goals is raising your level of leadership.



A desire to be noticed is very important to youth today. Social media platforms provide that noticeability. However, there is a difference between capturing someone's attention and activating purposeful traction. Consider what you want to attract.

Social Media focuses on one's self.

It's all about you liking me so I can influence you.



Leadership focuses on others.

It's all about me liking you so I can influence you.

If you want your influence to begin developing others, the question you'll ask yourself will change from, "Now that I have their attention, how do I keep it?" to "I have their attention, how can I add value to them?"

We don't always know who or how much we influence others.

One of the most effective ways to understand the power of influence is to think about the times you have been touched in your life by a person or an event. Those times leave marks on all our lives and memories.

SHARE WITH YOUR GROUP:

When were you influenced by an event?

Now, think about the people who influenced you in a powerful way, or the little things they did that meant a lot to you. Who were they, and what did they do?





We are influenced every day by so many people. Sometimes small things make big impressions. We have been molded into the people we are by those influences. And we mold others, often when we least expect it.

Author and educator J. R. Miller said it well: *“There have been meetings of only a moment which have left impressions for life, for eternity. Not one of us can understand that mysterious thing we call influence . . . yet out of every one of us continually virtue goes, either to heal, to bless, to leave marks of beauty; or to wound, to hurt, to poison, to stain other lives.”*¹

Be intentional to increase your positive influence with others.

Be intentional about taking an active interest in those around you. Focus on their needs and their aspirations before seeking to advance your own interests.

*“You can make more friends in two months by becoming interested in other people than you can in two years by trying to get other people interested in you.”*²

DALE CARNEGIE



For leaders to have influence, they need to connect with people. Why? Because you first have to touch people’s hearts before you ask them to follow a mission. That is the Law of Connection. You can’t move people to action unless you first move them with emotion. People don’t care how much you know until they know how much you care.

Good leaders work at connecting with others all of the time, whether they are connecting to a large group or working with a single individual. The stronger the relationship you form with them, the greater the connection, and the more likely they are to assist you along the way.

SHARE WITH YOUR GROUP:

What did you underline that stood out as most important to you? Why?



TAKE ACTION:

What is one thing can you do this week to grow your influence with others in a positive way?

Write your action step below:



Everyone Communicates; Few Connect



How do you connect? Whether you're posting on Social Media, with a group of people or chatting in the hallway with an individual, the guidelines are the same:



Connecting Keys

1. Be comfortable with yourself.

You must know who you are and have confidence in yourself if you desire to connect with others. Be confident and be yourself. If you don't believe in who you are and where you want to lead, others won't follow along. This is the starting point for developing your influence before doing anything else. Put others first. A way to know you are comfortable with yourself is when you are comfortable shining the spotlight on others.

2. Be genuine.

The only connections that work will be the ones that you truly care about; others will see through anything short of that. If you don't have a genuine interest in the person with whom you're trying to connect, then stop trying. People can smell a phony easily. Legendary NFL coach Bill Walsh observed, "Nothing is more effective than sincere, accurate praise, and nothing is lamer than a cookie-cutter compliment."¹



3. Provide help.

Everyone has more to offer than they realize.



*"If you wait until you can do everything for everybody, instead of something for somebody, you'll end up not doing anything for anybody."*²

MALCOM BANE

Providing help starts with a willingness to do so, and secondly, a realization that you do have value to offer others. If you really want to set yourself apart from others, help them. Helping doesn't really require special talent or skills, it just requires that your action backs up desires.



4. Remain unforgettable.

Everyone wants to feel special. John Mason said, “There are two types of people in the world: those who come into a room and say, “Here I am! And those who come in and say, Ah, there you are!”³ You will always remain unforgettable with others when you first make them feel unforgettable. You would be surprised at how the simplest and kindest actions make such a big difference, but most of the time never get done.

REFLECTION:

What kind action will you do for someone to make them feel unforgettable?



5. Believe in others.

Having belief in yourself is the first step in believing in others. Having belief in others is the second step to leading them.

You want to *attract* people with self-belief, and you want to *add* value to those who lack self-belief. Your belief in people can help erase their self-doubt. People will not always remember what you said, but they will always remember how you made them feel. Making people feel good about themselves allows you to become a belief magnet.

Your belief magnetism *draws* people in and your belief making *develops* them. It is wonderful when the people believe in their leader, but it is more wonderful when the leader believes in his/her people.

Are you a belief magnet?

SHARE WITH YOUR GROUP:

Think about a person that influences you.

What do you like the most about them? Check one.

Their...

- ☐ Appearance?
- ☐ Position?
- ☐ Intelligence?
- ☐ Skill?
- ☐ Attitude?
- ☐ Other?

Share with the group what quality you checked and why.



Understand what doesn't connect with others.

When we are trying too hard to connect, sometimes we overcompensate by trying to be extra funny, smart or interesting. We watch for others' reactions to drive our behavior. But, when we do that, we are not letting them connect with the real us, and so it will not form a genuine connection. We may even come across as manipulative.



When we share a dislike of other people or talk about others negatively, it is a misguided connection. Sure, you have something in common, but that similarity is not enough to build trust and loyalty among others.

Are you thinking that connection is easy for you because you are always 'having a laugh'? Many people hide themselves behind humor, and again, you can't really connect if the real you is not present. "Fun" can sometimes lead to sharing and connection. "Fun," however, is usually short-lived and becomes just a shared experience over true connection.



If you think that knowing someone for years equals connection, you are mistaken.

Proximity or an acquaintance to a classmate or a neighbor is not authentic connection. Spending years of your life with someone does not equal proper connection. You are merely passing time together. Sadly, this all too often passes for 'friendship' or even a relationship in modern society.

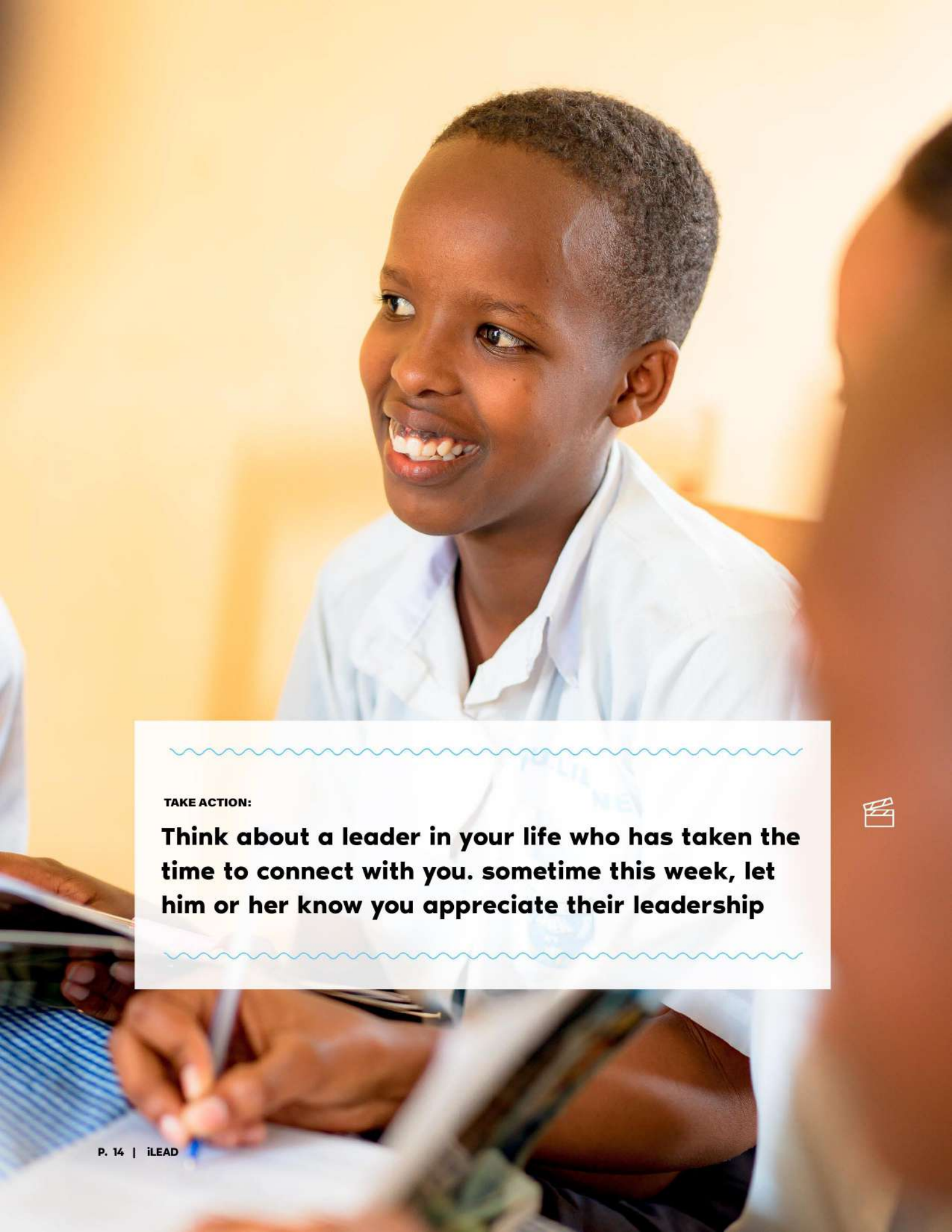
REFLECTION:

Out of everything you have underlined, what stands out as most important to you? Why?



Connect, influence and lead.

All good leadership is founded on personal connections. As people get to know you and like you, you gain influence with them. If they dislike you, they will not want to learn from you, and the opportunity for leading lessens and can even stop. As your influence increases with them, their desire to follow your direction grows.



TAKE ACTION:

Think about a leader in your life who has taken the time to connect with you. sometime this week, let him or her know you appreciate their leadership



"Influence is the beginning of leadership."

JOHN C. MAXWELL

**EVALUATE YOURSELF ON HOW WELL YOU PRACTICE INFLUENCING OTHERS IN A POSITIVE WAY
ON A SCALE FROM 1 TO 5. Select your answer. (1 is weak, 5 is strong)**

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

Why did you give yourself this rating?



ACTION STEP:

What specific action can you take immediately that will improve your rating?



Lesson 2

The Foundation of Leadership - Values



"Values are the soul of leadership."

JOHN C. MAXWELL

LEGEND:

Use the prompts throughout the lesson to guide you.



First person
read aloud.



Next person
read aloud.



Underline what's
important to you.



Share with
others.



Take
action.

HOW YOU CAN MAKE THIS LESSON EFFECTIVE FOR YOU AND OTHERS:

1. Form groups of 6 to 8 people within the classroom.
2. Respect and value each person in the group.
Encourage yourself and others as you share.
3. Take turns reading each section of the material out loud.
4. Discuss openly. As you read, underline what is important to you.
5. Evaluate yourself. Review. Reflect. Apply. Have fun!

THE GOAL OF THIS LESSON:

**To develop my leadership by identifying the values
most important to me and those in my group.**



01

Why Good Values Matter



Do you know what is responsible for making leadership rise? Values. Values are principles that guide your decisions, behaviors and results. When those values are good, they bring positive benefits, and never harm to yourself and others. People are willing to trust and follow leaders whose behaviors reflect a foundation of good values.



02

The Benefits of Good Values



1. Good Values Always Value People

How do you know whether a value is good? A good value should meet this standard: It must value people—all people, all of the time, and in all situations. There are no shortcuts, no rationalizations, and no exceptions. If the value values people, then it is positive and worth embracing. If it devalues people in any way, it's not a good value. Good values always align with the Golden Rule — Treat others as you would want to be treated.

Leadership should ALWAYS value people. When it doesn't, leadership is compromised and people are undervalued.

Leaders should strive to hold this standard: "I am a person of value who values others and adds value to them."



SHARE WITH YOUR GROUP:

Take turns stating, "I am a person of value who values others and adds value to others."



2. Good Values Create Clarity

Values is a topic that is not talked about often, but one that plays a huge role in guiding your leadership life. Our personal values are not always clearly defined. However, they are an important part of who you are as a person and leader. Therefore, values should be appreciated and discussed more openly and frequently. When you are clear on what you value, your life becomes more meaningful.

This activity helps you examine good values and why they matter and can benefit you. Your values are most beneficial when they are clearly understood and defined.

SHARE WITH YOUR GROUP:

Share with the group one thing that you underlined that stands out the most to you and why?



Take a moment and look at the values list. Which would you like to apply to your life to improve it? The good news is that all of them are within your reach. Why? Because each value is attainable if you choose to work on it. Regardless of your education, intelligence, talent, gifts, or skills, you can apply any or all of these values to your life. You can choose to do so. Choice is the difference maker when it comes to values. Choosing is the starting point to making change possible and living good values.



REFLECTION:

Read the statements below and check if you agree.

- ☐ Choice - One of the greatest gifts I will ever receive is the gift to make choices.
- ☐ Growth - The only guarantee that tomorrow will get better is that I grow today.
- ☐ Attitude - My attitude colors every aspect of my life. It is like the mind's paintbrush.
- ☐ Commitment - Victory is given to me when I finish, not when I start.
- ☐ Relationships - Relationships get better when I tear down the walls that divide us and build bridges that bring us together.
- ☐ Character - Making the right character choices makes me bigger on the inside.
- ☐ Forgiveness - Forgiveness is a choice I make to not hold something against another person in spite of what they have done to me.
- ☐ Self-worth - The price I put on myself is the same price tag others put on me.
- ☐ Responsibility - I step up to the mirror and take responsibility for myself.
- ☐ Courage - Courage is moving forward in spite of fear.
- ☐ Initiative - I cannot win if I do not begin.
- ☐ Priorities - I need to decide what my priorities are. If I don't, someone else will.

REFLECTION (CONTINUED):

- ☐ Teachability - My desire to improve my life begins with a teachable attitude.
- ☐ Self-Discipline - My level of success will be determined by my level of self-discipline.
- ☐ Resilience - Be a diamond. Shine through the grind.
- ☐ Influence - My life is significant when I influence others in a positive way.
- ☐ Servanthood - The heart of my leadership is to serve others.
- ☐ Hope - I lift others by helping them see the possibilities.
- ☐ Kindness - I will always think the best and say the best about others.
- ☐ Listening - My greatest way to comfort someone is to listen to them.

Which five values are most important to you?

What are your top two?

SHARE WITH YOUR GROUP:

Share which two values are most important to you and why.



TAKE ACTION:

What is one thing you can do this week to live out one of the values that is most important to you?



Write your action step below:

The Benefits of Good Values (Continued)



3. Good Values Guide Your Decisions

As a leader, you will have many decisions to make — those that impact just you, and those that impact many others. Decisions, big or small, can be made faster, easier and with greater confidence when you start with your values. Your values will serve as an internal map to direct your life and guide your decisions.



To embrace something means to adopt or include it in your daily practice of life and leadership. Our values should begin to inform every decision we make and every action we take. When that happens, we will begin to live a truly value-driven life and provide value-driven leadership to those we lead.

4. Good Values Create Stability

There's an old saying: an empty bag doesn't stand up straight. Without values, a person is empty and weak. A lot of people hope that their relationships, jobs, education, technology, and money will create the strength to hold up the "bag" of our lives, but you can't depend on these things. For example, if you look at the city of Palo Alto in Silicon Valley, California, you might expect it to be a paradise. After all, it is known to be the greatest technology center in the United States. It hosts the headquarters of companies like Tesla, Apple, Facebook, and Google. The city's population is highly educated, unemployment is low, and average salaries are high. Sadly, so is the suicide rate. Teen suicides occur in Palo Alto at four times the national average.



SHARE WITH YOUR GROUP:

Why do you think this happens?



Values not only help people to live better, they also help people to stay true to themselves. Your values will strengthen and sustain you through your life's journey.

What you do, why you do it, and how you do it are based on your values. If your values are good, you will manage your life with confidence and strength.





5. Good Values Are Better Lived than Spoken

Your values guide your actions. Here's the reality: *For leadership to be good and lasting, it must be preceded by good living.* Good living comes from good values. If there's a disconnect between what you say is important and what you do, then teaching values is worthless. The actions we take are what give us real credibility. That's why we believe the most important words any leader can say are, "Follow me." When our words are backed up with consistency in our actions, we gain credibility.

Good values always add value to us. And they make us more valuable to others. If you were looking for a friend, would the person's values be important to you? Of course, they would be.

REFLECTION:

Which value do you think you live out the best? Why?



If you want to show leadership based on values, then you need to have those values yourself and translate them into action in order to persuade people to follow your lead. It is one thing to know and understand your values. It is another thing to behave in accordance with them. It is when you understand and then act on your good values that all the benefits are gained. People will notice these benefits, too! When you speak passionately and live your values richly, people are drawn to you, and are more likely to hear your message. Living good values will position you to successfully motivate and influence others.

SHARE WITH YOUR GROUP:

Please share with the group the one thing you have underlined that stands out as most important to you and why.



TAKE ACTION:

This week, look for ways to affirm your friends when they act out or apply their values.

For example, if you see someone speaking up for someone else, commend their courage. If you see someone try something new, let them know you think it is cool that they are stepping up for a growth opportunity.



“Values are the soul of leadership.”

JOHN C. MAXWELL

EVALUATE YOURSELF ON HOW WELL YOU DEVELOP YOUR LEADERSHIP BY IDENTIFYING THE MOST IMPORTANT VALUES TO YOU AND OTHERS ON A SCALE FROM 1 TO 5: Select your answer. (1 is weak, 5 is strong)

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

Why did you give yourself this rating?



ACTION STEP:

What specific action can you take immediately that will improve your rating?



Lesson 3

The Heart of Leadership - Servanthood



"When you serve others as a leader,
their success becomes your success."

JOHN C, MAXWELL

LEGEND:

Use the prompts throughout the lesson to guide you.



First person
read aloud.



Next person
read aloud.



Underline what's
important to you.



Share with
others.



Take
action.

HOW YOU CAN MAKE THIS LESSON EFFECTIVE FOR YOU AND OTHERS:

1. Form groups of 6 to 8 people within the classroom.
2. Respect and value each person in the group.
Encourage yourself and others as you share.
3. Take turns reading each section of the material out loud.
4. Discuss openly. As you read, underline what is important to you.
5. Evaluate yourself. Review. Reflect. Apply. Have fun!

THE GOAL OF THIS LESSON:

**Understand service so I can be intentional
to serve well with good motives.**



01

The Differences Between Self-Serving and Serving



Robert Greenleaf says, “Becoming a servant leader begins with the natural feeling that you want to serve and want to serve first.”¹ This feeling often inspires people to want to lead.

According to Dr. Rachel Naomi Remen, we tend to approach life in three distinct ways:

- We help others when we see them as weak.
- We fix others when we see them as broken.
- We serve others when we see them as valuable.²

Notice that the first two actions address the needs of others; however, we often do these to make ourselves feel better. When we assist people because we see them as weak or broken, we unintentionally place ourselves above them. Instead of serving their needs, we believe we’re doing them a favor by sacrificing our time and energy. Serving others is a statement of their value.



The Meaning of Service

Giving of your time, money, or energy to serve others doesn’t just make the world better—it also makes you better. Studies indicate that the very act of serving others boosts your happiness, health, and sense of well-being, not to mention your influence.

Once we recognize that there is purpose, fulfillment and success in serving others, we prioritize it. How? By acting on it. A big misconception about service is that it requires a substantial investment of time or significant contribution of money, or a specialized expertise. Therefore, we avoid service; we make all sorts of rational explanations for not serving, such as...

I don’t have time.

I don’t know what I can or should do.

I don’t have any special skills to contribute.

They don’t need me.

You may have thought these things, but it just isn’t true. There are many ways you can serve others.

SHARE WITH YOUR GROUP:

As a group, come up with three ways you could serve in your school or community. Then, take time to identify how you see the people you could potentially serve and keep in mind Dr. Remen's breakdown of how we serve.



02

The Benefits of Being of Service

1. Serving is contagious.

When one person performs a good deed, it causes others to follow their example. People are more likely to perform acts of service after observing another do the same. This effect can ripple throughout a school, inspiring dozens of individuals to make a difference.

2. Serving others is like a boomerang.

The Australian aborigines throw a piece of carved wood into the air and it returns back to them. Serving others is like that boomerang. As you give encouragement to others, it comes back around to you.





3. Serving others teaches you about yourself.

“The best way to find yourself is to lose yourself in the service of others”³

MAHATMA GANDHI

When we serve others, we create an environment for learning. It begins by helping the person you serve. Each serving experience is an opportunity to learn more about others and remind others of the amazing things you see in them. But, guess what? In the process, you learn about yourself, which expands your life, too!

4. Serving others promotes positive behaviors in teens.

According to sociologists, teenagers who volunteer have better grades and self-image. Studies also show that serving others enhances your overall sense of purpose and identity. When you help someone else to climb a hill, you get closer to the top yourself.

REFLECTION:

Which of these benefits is most appealing to you and why?

SHARE WITH YOUR GROUP:

Review what you have underlined. What was the most important thing you underlined, and why was it important to you?



TAKE ACTION:

How will you commit to taking the first step towards finding a new opportunity to serve this week?



Write your action step below:

What's Your Motivation?



Let's begin today's lesson with the first reflective question young leaders must ask themselves: "Why do I want to be a leader?"



SHARE WITH YOUR GROUP:

Share why you want to lead.



Why you lead determines how you lead!

If you lead because you want people to help you - you will want to be served.

If you lead because you want to help people - you will want to serve them.

Leaders who want to be served, put themselves first.

Leaders who want to serve people, put others first.

Entitlement is the opposite of Servanthood.

Since leadership is mainly focused on others, we can begin to have entitlement feelings if we are not careful. The words, "I deserve," settle in and can lead to lacking servanthood in our leadership. Feelings of entitlement and a desire to get what we want over what is best for everyone can destroy relationships. Entitlement can derail even the best of leaders. The real nature of leadership is service. "I deserve" is thinking that threatens our ability to lead. It takes us out of the leadership narrative, "to serve".

When we try to make life "all about us," we push happiness for everyone further out of reach. Keeping service at the center of your leadership will help minimize a self-deserving mindset.

The opposite of "I deserve" isn't denying ourselves. We must also take care of our needs in the same way we take care of the needs of others, or we will not be able to properly serve others. Good leadership is not a position but a role. When done properly, good leadership channels all that we are for the benefit of others. Leadership is something we live to do for others.



REFLECTION:

Have you ever fallen into the “I deserve” way of thinking? What helped you to realize it and correct your thinking?



04

Questions to Help You Serve People Better

1. What do people need?

Thomas Edison said, “Every invention I did was a result of thinking how it would help others. I find out what the world needs, then I proceed to invent.”¹



SHARE WITH YOUR GROUP:

What do you need from others?

What do you think others need from you?

When you serve with others' needs in mind, success follows!

2. How can I meet that need?

Meeting the needs of others begins with a willing heart. If you want to maximize your service to others, asking is more useful than assuming. When you allow others to participate in your service for them, both you as the server and them as the receiver benefit.



Two Serving Questions:

1. Can I help you?
2. What is the best way I can help you?

When your service includes input from others, your service appreciates!

3. What do I do well that allows me to serve people best?

You don't want to limit your service to others by only serving in your area of giftedness. However, when you do serve in your strength zone, you combine heart with giftedness. This combination allows you to add value from your “sweet-spot” for the benefit of others.



When your serving involves your unique strengths, your service multiplies!

4. How can I receive value while serving others?

Service = Noun

Serving = Verb



Too many people view service as a noun- a role, or function. As a result, their service becomes lifeless. Service must be demonstrated. Service requires action. Service, like love, is also a verb. As such, it requires action and effort. It must be demonstrated. When done well—consistently, with genuine care and concern—you will make a lasting positive impression on those you serve, and they will make lasting impressions on you.

“It is one of the most beautiful compensations in life that no one can sincerely help another without helping himself.”²

RALPH WALDO EMERSON

“We do ourselves the most good when we do the most good for others.”

JOHN C. MAXWELL

When your leadership is service-focused, you receive a rise by lifting others!



5. How can I serve people in a way that will inspire them to help others?

When you live a service-oriented lifestyle, others notice. Why is that? Because few people serve others with a loving heart. When they notice, ask them to join you in serving. Inspiration often begins with an invitation. The result? A shift from being inspired to inspiring others.

If you feel the urge to give back in some way, and you don't already make service a part of your life, hopefully you have realized that you don't need to save the world to be useful. Your leadership journey starts with baby steps. Even if you do one serving thing every week, you'll experience the benefits of serving while making a difference.



SHARE WITH YOUR GROUP:

Review what you have underlined. What is the most important thing you underlined, and why was it important to you?



TAKE ACTION:

Make a commitment to serve regularly for the next two months and reflect on your experiences and insights.



“When you serve others as a leader,
their success becomes your success.”

JOHN C. MAXWELL

EVALUATE YOURSELF ON HOW WELL YOU UNDERSTAND SERVICE SO YOU CAN BE INTENTIONAL TO SERVE WELL
WITH GOOD MOTIVE ON A SCALE FROM 1 TO 5: Select your answer. (1 is weak, 5 is strong)

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

Why did you give yourself this rating?



ACTION STEP:

What specific action can you take immediately that will improve your rating?



Lesson 4

The Motives of Leadership - Character



“The Leaders most important question:
‘Why do I want to lead others?’”

JOHN C. MAXWELL

LEGEND:

Use the prompts throughout the lesson to guide you.



First person
read aloud.



Next person
read aloud.



Underline what's
important to you.



Share with
others.



Take
action.

HOW YOU CAN MAKE THIS LESSON EFFECTIVE FOR YOU AND OTHERS:

1. Form groups of 6 to 8 people within the classroom.
2. Respect and value each person in the group.
Encourage yourself and others as you share.
3. Take turns reading each section of the material out loud.
4. Discuss openly. As you read, underline what is important to you.
5. Evaluate yourself. Review. Reflect. Apply. Have fun!

THE GOAL OF THIS LESSON:

To recognize the value of motives and to challenge ourselves to not make negative assumptions about others' motives.



01

Motives Matter



Have you ever had someone misjudge your motives? If so, then you know that motives matter. A motive is defined as a reason for doing something; they can be hidden or not obvious.

The heart is the source of our motives. Our desire for happiness, pleasure, comfort, respect, love, or freedom can be the underlying reason for why we do what we do. Our motives can be good or bad. They can be pure or impure. They can honor others or honor ourselves.

How we view the motives of others matters.

Have you ever determined that you know exactly why someone did or said what they did? Have you ever had someone judge your motives, and you know they were nowhere close to why you did or said what you did?



Love does to others what we would desire others to do to us.

No one appreciates it when someone questions their motives or suggests their stated motives aren't true.

Your personal thoughts and feelings influence how you read into another's motives. If someone's inclination is to think negative thoughts, they can easily think others are feeling this way, and it may not be the case at all.

We have all been guilty of jumping to conclusions only to realize we have completely misjudged a situation. Determining we know the motives of others probably happens most among those closest to us. We think we can predict their motives simply by what we have experienced from them in the past. We forget that most people are constantly evolving and growing; therefore, their motives will be ever changing as well. Our love for others will help us look beyond their actions and seek to know their intentions. Questions, motivated by love, help us know a person's motives.



Love always thinks the best. It never presumes the worst.

Thinking the best is not being gullible. If there is a character flaw that needs to be addressed, then love addresses it with grace and truth. A great way to think about it is that someone is innocent until proven guilty. We don't know all the details, and we can't see into the heart of another. Love says, "This is what you did, but it's not who you are. Can you help me to understand your actions?"

Regarding the motives of others, let's believe well of them unless it is evident that it is not the case. And, even if their motives were poor, we need to deal with truth in a manner that honors good leadership.



Pride is exactly the opposite of love. Pride doesn't ask questions or give the benefit of the doubt to others. Pride determines that we know the motives of others and must correct them.

Being prideful and authoritative is not leadership. It's dictatorship. Pride says...

"I know why you said what you said! I know why you did what you did! I am able to diagnose your motives. Because I believe I know your motives, I am sure you are the problem and not something else—like me!"

These are all lies. And, they are lies that we can all easily fall into.

Have you ever been sure of someone's motives? Have you been right? Maybe. Have you ever been wrong? Probably.

SHARE WITH YOUR GROUP:

Discuss a time when your assumption of someone else's motives was wrong or when someone wrongly assumed your motives.



If we are to be honest with ourselves, we can't possibly be certain we know why someone did or said something. We fall into assumption mode, and assumptions are the mother of all mess-ups.



The Truth

The truth is, very few of us are discerning enough to understand why other people do or say what they do. How can I be so sure? Experience.

We have all had others believe we had one motive when in fact we had another. If you are like the rest of the human race, you may feel unfairly judged and surprised they could believe that about you.

But, we turn around and do the exact same thing.



Human Nature

Think about this. Why do most of us automatically believe someone else's motives are negative? We think they are trying to hurt us or just help themselves.

It's our human nature to always believe others are working against us. If most people are wrong about you, then doesn't it stand to reason that you are usually wrong about them?



The Results

When you believe you know a person's motives, and you usually believe they are negative, you will never build a strong relationship. Suspicion, distrust and negativity will permeate all that you do. Trust is foundational to any relationship, especially that of a leader. How can your influence and leadership possibly grow with others if you predetermine their motives? It won't. Loving people and respecting their choices will keep this from happening.



SHARE WITH YOUR GROUP:

Review what you have underlined and share with the group the one thing that stands out as most important to you.

TAKE ACTION:



**What is one thing you can do this week to
look for the best in other people's motives?**

Write your action step below, and share your idea with the group:

Motives Matter (Continued)



We usually view the motives of others from our own motives.

We naturally see things as we are, not as they are. In fact, one of the greatest assets any leader can have is a positive personal perspective – the ability to see the good in any person or circumstance. This will drive you to look for the good instead of searching for the bad.



You don't want to be the person who dwells on what's gone wrong, what is wrong, and what's likely to go wrong. You don't need those kinds of thoughts in your head on a regular basis, and here is why:

Because life provides enough challenges as it is, so you don't need to add to them.

People have so much to offer you if you'll look for it. Make searching for positive motives your goal, and you'll be amazed how others will open up to you.

Examine your real motives.

Motives are the underlying reasons for the actions you take and the words you say. No one can tell you what your motives are. They may try, but you are the only one who can know your real reasons for doing what you do.



Are your motives healthy-based on wanting the best for yourself and others? Or do you ever have an unhealthy motive—one that is driven by fear, anger, or an unfulfilled need for acceptance, control or safety? Unless you make a regular practice of examining your motives and questioning your choices, you might accidentally create a wedge in the relationships that are most important to you at school and at home.

Motive Questions:

Ask these questions to assess whether or not your motives are healthy or have become unhealthy:



- When you make comments in class—is your real motive to add value to the discussion (healthy), or do you mostly want the teacher and others to think you're smarter than others (unhealthy)?
- When you compliment someone—is your motive to radiate a little happiness and appreciation (healthy), or do you want to get something out of someone (unhealthy)?

- When you take on a project yourself rather than involve others — is your real motive to save time (healthy), or do you fear your grade may be affected with their involvement (unhealthy)?
- When you give unsolicited advice to your classmate, is your real motive truly to help (healthy), or do you need to feel like you are better than they are (unhealthy)?

REFLECTION:

What motives have you had that are unhealthy?

What motives have you had that are healthy?

As others observe me acting on my real motives (healthy or unhealthy), what kinds of things do they see or hear me doing?

Do I need to make apologies to anyone that my motives were unhealthy toward?

Recognizing Motives of Motivation and Motives of Manipulation

Motivation is very different from manipulation. Here are some differences between motivation and manipulation.



- Motivation is about your advantage. Manipulation is for my advantage.
- Motivation cares about the results and the person. Manipulation only cares about the results.
- Motivation is fueled by love. Manipulation is fueled by selfishness.
- Motivation empowers people. Manipulation controls people.
- Motivation values people. Manipulation devalues people.
- Motivation is great leadership. Manipulation is corrupt leadership.
- Motivation fosters loyalty. Manipulation fosters resentment.

There is one all-important law of human conduct. If you obey that law, you almost never find yourself manipulating people. In fact, that law, if obeyed, will bring you many friends and happiness. The moment you break the law, you get into trouble and hurt people. The law is this:

Always value people and help them feel important.

John Dewey said, “The desire to be important is the deepest urge in human nature.”¹ Great leadership practices this law. How? When? Where? The answer is:

All the time, everywhere and in every way.

REFLECTION:

What can you do today to add value to someone?



Leaders are wise to check themselves continually, to look deeply at their leadership, to ensure they are really motivating and not manipulating. If you are guilty of manipulating, of attempting to control people or of not really caring for those you lead, you aren't really leading. Leadership is ALWAYS about the benefit of the people.



SHARE WITH YOUR GROUP:

Was there ever a time you were manipulated? How did it make you feel?

Share a time when you were motivated by someone. Were you positively challenged by their motivation?



Good character equals good motives.

Your character represents you to the world. Michael Thaler is a highly skilled chess player. When he was six years old, he was competing in the finals of a national chess championship, and his opponent made the winning move, but he didn't hit the clock, which was required for the move to count. Michael looked at his opponent, and said, "You didn't hit your clock." The opponent hit the clock, and Michael lost the match. Afterwards, his mother said to him, "Michael, if you hadn't told him to hit the clock, you could have won." Michael looked at his mom, and replied, "Oh Mom. That's not winning."

Michael might have lost the match that day, but his character is going to win him many more important things in the future. Working on character is a never-ending yet totally worthwhile effort. Mahatma Gandhi said, "A man of character will make himself worthy of any position he is given."²

We want to be worthy leaders, yet sometimes we will fall short. Improving our character will help us to become what we want to be. The more we focus on valuing people, practicing healthy motives, and embracing good values, the stronger our character will become.

SHARE WITH YOUR GROUP:

Review what you have underlined and share with the group the one thing that stands out as most important to you.



TAKE ACTION:

Come up with a list of ways that you can add value to people every single day.

Write your list below:



“The Leaders most important question:
‘Why do I want to lead others?’”

JOHN C. MAXWELL

**EVALUATE YOURSELF ON HOW WELL YOU RECOGNIZE THE VALUE OF YOUR MOTIVES AND OTHER'S MOVITES
ON A SCALE FROM 1 TO 5: Select your answer. (1 is weak, 5 is strong)**

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

Why did you give yourself this rating?



ACTION STEP:

What specific action can you take immediately that will improve your rating?



UNIT 2

iLead



Lesson 5

The Necessity of Leadership – Accountability



“The highest compliment you can receive is when others say, ‘I can count on you.’”

JOHN C. MAXWELL

LEGEND:

Use the prompts throughout the lesson to guide you.



First person
read aloud.



Next person
read aloud.



Underline what's
important to you.



Share with
others.



Take
action.

HOW YOU CAN MAKE THIS LESSON EFFECTIVE FOR YOU AND OTHERS:

1. Form groups of six to eight people within the classroom.
2. Respect and value each person in the group.
Encourage yourself and others as you share.
3. Take turns reading each section of the material out loud.
4. Discuss openly. As you read, underline what is important to you.
5. Evaluate yourself. Review. Reflect. Apply. Have fun!

THE GOAL OF THIS LESSON:

**To show maturity by being responsible to
yourself and accountable with others.**



01

Accountability Matters



What would you think if you went to a soccer game and there were no rules? What if one team had more players on the field than the other team? What if each player could do anything at any time during the game? What if there were three balls in play instead of one ball, or the score didn't change when someone kicked a goal? What if the referees were absent and coaches didn't coach?



The fun would be taken out of the game because there was no accountability! Every game, properly played, requires accountability. Why? Because accountability begins with clarity. The rules of the game bring clarity on how it should be played. The referees provide clarity on questionable and confusing plays. Coaches require clarity to decide who plays and to create the game plan. Players are accountable to each other to maximize teamwork, and every player is personally accountable to practice and improve.



Life is much like the game of soccer. There are rules to follow that bring order and fairness to others. People in authority enforce those rules. Coaches provide leadership to help the team succeed. Teams add value to the players, and players add value to the teams. Life depends on accountability.



There are three kinds of accountability: Personal, Team and Leadership

Let's look at them closer.

1. Personal Accountability - "I am accountable to myself."

Accountability begins from within. It's a choice only you can make. Personal accountability is being responsible for your conduct. It is reminding yourself, "Before I can be accountable to anyone, I have to first be responsible to myself."



To be the best person you can be—and the best leader—you need to be accountable to yourself. Lack of accountability in our personal life will certainly lead to problems in our public life. Gilbert Arland offers this advice: "When an archer misses the mark, he turns and looks for the fault within himself. Failure to hit the bull's-eye is never the fault of the target. To improve your aim, improve yourself."



When you decide to become accountable to yourself, others will notice. Accountability is a quality that friends, employers, and even romantic partners look for. Keeping promises to yourself is the first sign that you are mature enough and ready to keep your promises to others.

SHARE WITH YOUR GROUP:

Look up the definition of "responsible," and write it down.

Share with your group how you have demonstrated responsibility today.



REFLECTION:

In what situation might you have failed to demonstrate responsibility today?

SHARE WITH YOUR GROUP:

Read these statements aloud:

"I will only reach my full potential by being accountable."

"I will always do better if I am accountable."





2. Team Accountability - “I’m accountable to others.”

Accountability is the glue that holds teams together, no matter how difficult circumstances become. Either a team is pulling together, or it is pulling apart. Without a unified commitment to accountability, there isn’t a team.

Team Accountability Creed

A creed is a set of beliefs, principles or actions that strongly influence the way people live.



Below is a creed for team success. When done with the right motivations, accountability will give people the freedom to be their best. If you know team members are being accountable, it makes it easier for you to be accountable too.



- **We will keep our word.** We will say what we mean and do what we say. We also trust that others will honor their word.
- **We will be on time.** We will respect others’ time and not have them to wait on us.
- **We will make things right.** We will apologize, forgive and ask for forgiveness.
- **We will seek truth.** We will discourage rumors and quickly work to separate facts from fiction.
- **We will be mature.** We will value the perspectives of others and resist only seeing things from our point of view.
- **We will celebrate others.** We will gladly point to and applaud the success of our peers.
- **We will not make excuses.** We will place responsibility on ourselves instead of blaming situations or others for our problems.
- **We will look out for others.** We will hold each other accountable because we want the best for others and ourselves.
- **We will accept consequences.** We understand that our actions or inactions have consequences, and we will learn from them.



Personal accountability shifts from the statement, “I believe in this,” to a team one, “We believe in this.” The best teams make sure that there’s an agreement to a creed of shared values.

SHARE WITH YOUR GROUP:

Re-read the team creed. Can you say, "I believe in this," to each statement?

Are there any statements that you cannot agree with? If there are any statements you do not believe, share with the group and discuss the reasons why.

Together, say the statements aloud that you all agree with. At the end, point to someone in your group, and all together confirm, "We all believe in this."

Review everything you have underlined. Share with the group the statement that stands out as most important to you.



TAKE ACTION:

Choose one thing to hold yourself accountable for this week. What is it?

Write your action step below:



All Leadership Requires Accountability



It may seem obvious, but accountability is probably the single most important leadership trait. Why? Responsibility for ourselves and to others causes us to take right actions for ourselves and others.



Accountability makes everyone and everything better! It's what separates successful leaders from mediocre leaders. Without accountability, life is difficult, and leadership simply doesn't work.

3. Leadership Accountability - "I am accountable to myself and others."

When you take accepting accountability to a leadership level, reaching beyond your own personal and team responsibilities, you become aware of those in need. You also develop a broader understanding of the needs within your school and community and become a more mature citizen. For example, you pick up trash around your neighborhood, assist a teacher who needs an additional hand, or help a parent around the house. You make efforts to become a friend to someone who doesn't seem to have many.



Winston Churchill, one of the greatest leaders of the Twentieth Century said, "The price of greatness is responsibility."

According to Michael Hyatt, "Accountability means that you accept responsibility for the outcomes expected of you—both good and bad. You don't blame others. And you don't blame the external environment. There are always things you could have done—or still can do—to change the outcome. Until you take responsibility, you are a victim. And being a victim is the exact opposite of being a leader. Victims are passive. They are acted upon. Leaders are active. They take initiative to impact the outcome."



"A good leader is a person who takes a little more of her share of the blame and a little less than her share of the credit."

JOHN C. MAXWELL





There is no such thing as optional accountability.

You are either accountable or you aren't. To be considered "accountable" is to be consistently responsible, not consistently perfect. Accountability isn't a one-time occurrence, it's ongoing. Will you make mistakes? Of course! Don't allow fear to steer you away from choosing to be accountable. The sooner you understand that you will get things wrong, look foolish and be forgetful, the sooner you can step up to being accountable. Much like most things in life, to become better, you need to practice.



SHARE WITH YOUR GROUP:

Review what you have underlined and share with the group what stands out as most important to you.



Benefits of Accountability:

Accountability keeps you engaged.

Remember the soccer game with no rules? The one you wouldn't want to play? Your accountability keeps you engaged in the game of life.

Accountability promotes ownership.

It's impossible to make excuses and be accountable.

Accountability improves performance.

When you set standards in your life, you can only improve.

Accountability brings self-respect.

When you keep your commitments, you are likely to hold people to the same standards. You won't tolerate people in your life who disagree with or dismiss you because you know the importance of standing by your word.

Accountability sets an example for others to follow.

Like attracts like; if you are accountable, you will attract people with the same characteristics.

Accountability makes you credible.

Your believability factor rises among others.

Accountability makes you dependable.

You can be someone known as, “I can count on you.”

REFLECTION:

Think of someone you respect as a leader and list the various ways you see them live out their commitment to accountability.

Name: _____

Accountability Characteristics: _____

SHARE WITH YOUR GROUP:

Which benefit of accountability is most important to you? Why?



TAKE ACTION:

Make a choice to hold yourself accountable to yourself, your team and the well-being of others.



“The highest compliment you can receive is when others say, ‘I can count on you.’”

JOHN C. MAXWELL

EVALUATE YOURSELF ON HOW WELL YOU SHOW MATURITY BY BEING RESPONSIBLE TO YOURSELF AND ACCOUNTABLE WITH OTHERS ON A SCALE FROM 1 TO 5: Select your answer. (1 is weak, 5 is strong)

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

Why did you give yourself this rating?



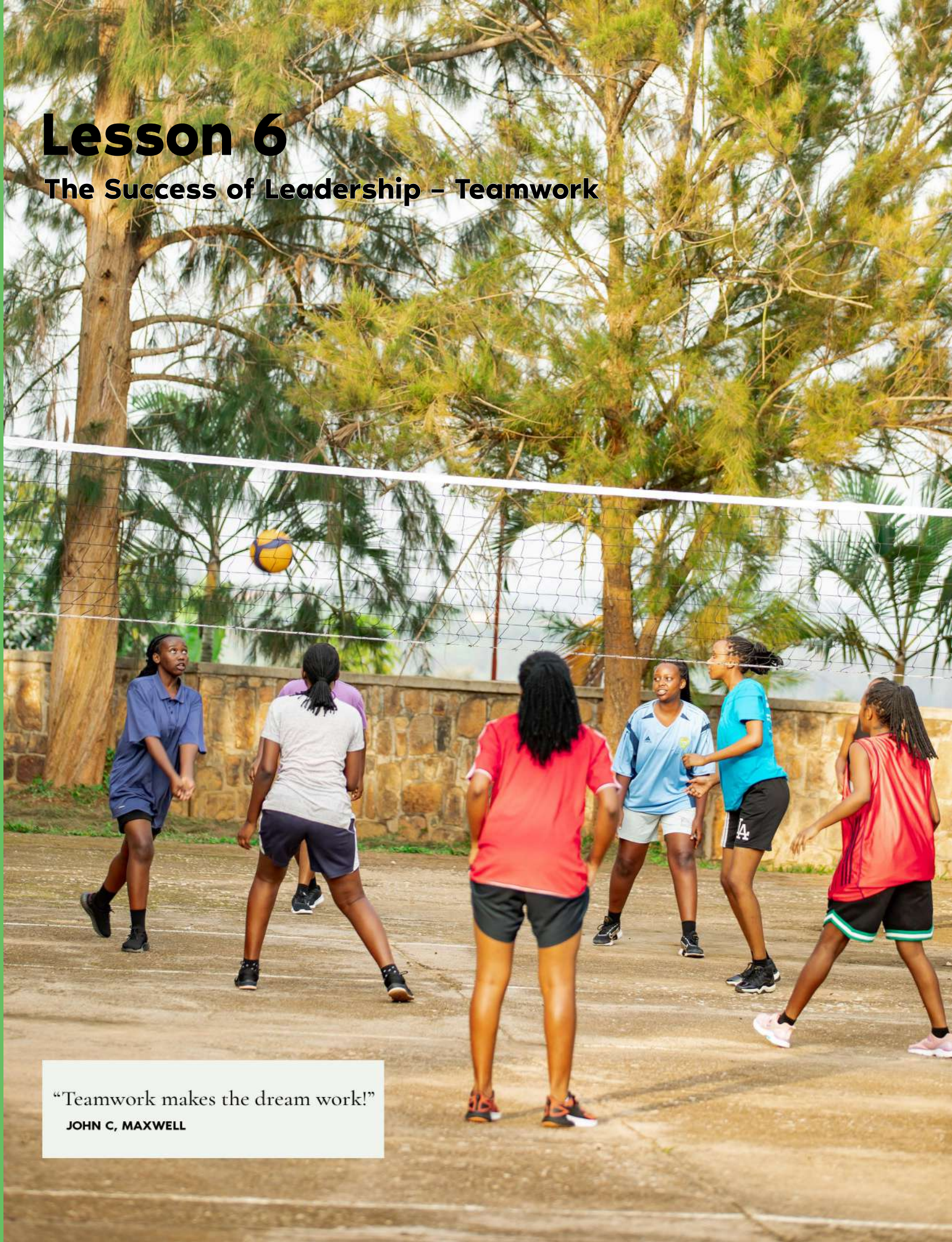
ACTION STEP:

What specific action can you take immediately that will improve your rating?



Lesson 6

The Success of Leadership – Teamwork



“Teamwork makes the dream work!”

JOHN C. MAXWELL

LEGEND:

Use the prompts throughout the lesson to guide you.



First person
read aloud.



Next person
read aloud.



Underline what's
important to you.



Share with
others.



Take
action.

HOW YOU CAN MAKE THIS LESSON EFFECTIVE FOR YOU AND OTHERS:

1. Form groups of 6 to 8 people within the classroom.
2. Respect and value each person in the group.
Encourage yourself and others as you share.
3. Take turns reading each section of the material out loud.
4. Discuss openly. As you read, underline what is important to you.
5. Evaluate yourself. Review. Reflect. Apply. Have fun!

THE GOAL OF THIS LESSON:

**To become a valuable team member
and practice becoming a team leader.**



01

Everything Gets Better with a Team



Have you ever met a successful person who has not had support or guidance from another person? One of the most important factors to success is teamwork. Without a team, leaders rely solely on themselves and their own skills. The result? Growing, realizing dreams, generating ideas, receiving support and having accountability are more difficult without a team.

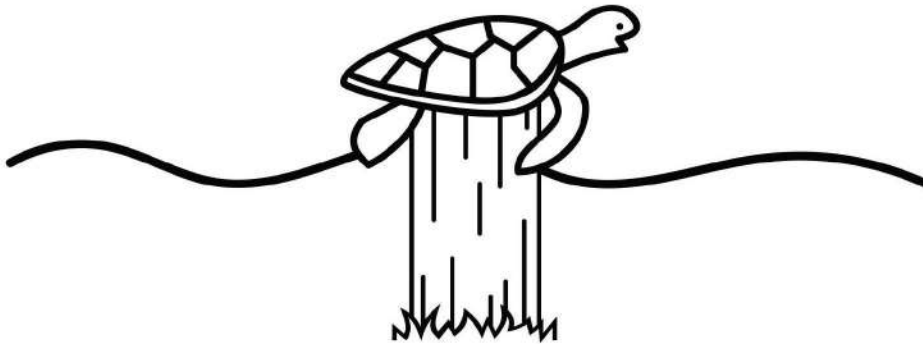


Dear Young Leader,

You can't make it on your own. That's not a put-down — it's a reality. The bigger your goals, the more help you're going to need in reaching them.

Why? Because "Nothing of significance was ever achieved by an individual acting alone. Look below the surface, and you will find that all seemingly solo acts are really team efforts." – John C. Maxwell

Have you ever seen the picture of a turtle sitting on top of a fence? It looks something like this...



“When you see a turtle on top of a fence post, chances are he did not get there on his own.”

UNKNOWN

We all know that turtles are not designed to be upwardly mobile; they just can't do it. Now, unless jumping turtles exist in some remote Amazonian river, or they have rocket-powered jet packs strapped to their shells, I think we are safe to say it is impossible for a turtle to reach the top of the fence post on its own. While that's a

fun idea for cartoons and fairy tales, it is totally ridiculous. The fact is everyone receives help to get where they are!

When you think about all the people in your life who have helped you, it starts to become clear that life goals are just a series of impossible fence posts that simply cannot be reached on your own. Making that jump to the top of the fence post is insurmountable unless you have a team to lift you up.

You may not have considered it, but you likely have teams already helping you. A family can be a team that aids, supports and loves you, or teachers who work together to educate you. You have classmates around your table who are holding you accountable.



SHARE WITH YOUR GROUP:

Who else has helped to get you to where you are now?

Who do you need to help you to go where you want to go in the future?

Who might you be able to help to reach their goals?





Leaders think like turtles on a fence posts

When you reach a goal, regardless of the size, always remember to think of yourself as a turtle sitting on top of a fence post. Understand that you did not get there by yourself. Someone had to help you. Make sure you do something to thank others for helping you.



SHARE WITH YOUR GROUP:

Review what you have underlined and share what stands out to you as most important and why.

TAKE ACTION:



Find a way to express your appreciation for someone who has helped you to be your best or reach your goals. You may want to write them a note, buy them a small treat or simply tell them you appreciate their investment in you.

Who will you thank this week?

The Advantage of a Team



What makes a group different from a team? Accountability.



Groups are usually formed around common interests and with the goal of interacting and/or sharing information, but there is no combined accountability.

REFLECTION:

What groups are you in?

Teams focus on performance, and they have both individual and mutual accountability. The advantage of a team is that a team brings together different people with diverse strengths that allow them to do things together that wouldn't be done alone.

**REFLECTION:**

What teams are you on?

What makes the difference in a team? Leadership!

One person can be a crucial ingredient on a team, but one person cannot make a team. You may be wondering, "Where do I begin?"

"Coming together is a beginning. Keeping together is progress. Working together is success." - Henry Ford

Teams do incredible things! No task is too great, no accomplishment too grand, no dream too far-fetched for a team. It takes teamwork to help make dreams work.





What a team can do for you:

It gets you higher than you would on your own.

It makes you better than you are.

It enables you to do what you do best.

It allows you to help others do their best.

It helps you to fulfill the desires of your heart.

It provides you support.

It multiplies your value to others.

To be a great team leader, you need to first be a great team player. Developing a better team always begins with you!

Watch the YouTube video below. Then, read the qualities of a team player.

[**jmfl.org/ilead/\(video-link\)**](http://jmfl.org/ilead/(video-link))



Five Qualities of a Team Player

1. Teachable: The first key to being a team player is being willing to adapt yourself to the team—not expect that the team will adapt to you. Being teachable means that you place yourself in a constant posture of improvement; you want to learn and improve.



2. Collaborative: Each person brings something to the table that adds value to the relationship and synergy to the team. Collaboration is recognizing the uniqueness in yourself and others and working together to bring it out.

Cooperation - agreeing to work together

Collaboration - wanting to work together



There is a difference between cooperation and collaboration. It takes both of these to achieve the best team success. Having the desire to work together and agreeing to do so with the intent of achieving common goals are what helps teams to do their best work together.

3. Committed: Being committed means giving all that you have, not more than you have. It comes as a result of choice, not conditions. Far too many people think that conditions determine choices. When you choose commitment, you give yourself and the team a chance for success.



4. Communicative: Communication is a combination of connecting, listening and talking. Communication brings clarity to any team. Any time you are on a team but are not communicating with team members, the team suffers. Get an understanding of the expectations for communication. Ensure that everyone knows how communication will be done and how often. Commit to your agreements.



5. Enthusiastic: All great accomplishments in life are done with enthusiasm and passion. Enthusiasm is one of the most powerful engines of team success.

Did Jamarion Styles have these qualities?

REFLECTION:

Which team player qualities do you possess?

Leaders are important because they have a great impact on a team's performance. To perform the function of a team leader, you need to understand what makes teams successful, and how to motivate team members towards the common goal to help you in performing that role.



Team Leaders...

1. Recognize that they need others.

Leaders are only as good as the teams they have around them. They understand that nobody can achieve success alone. No matter how much work you can do, no matter how engaging your personality may be, you will not advance far if you cannot work with and through others. When you are a member of a team, and rely on the team, you recognize the strength of a unified team.





2. Want others to feel appreciated.

A great leader is the source of inspiration and motivation for the team. How do they do this? By making team members feel appreciated. Here is what needs to be heard from you as a team leader: “I value you.” Those are empowering words that enlarge each person’s view of themselves.

“You don’t inspire your teammates by showing them how amazing you are. You inspire them by showing them how amazing they are.”

ROBYN BENINCASA



3. Help others to become better.

Growth, when you are on a team, is expected personally, skillfully and emotionally. When you get better, everyone on the team benefits from your improvement. Teams with great leaders help each other learn new skills, perfect old ones, and stretch you to bigger goals.



4. Lead by example.

A great leader promotes values by setting examples. A great leader is the role model for their team. They set standards they themselves follow consistently through their own behaviors, such as punctuality, honesty and integrity. These are beneficial to the success of the team.



5. Add value to their team.

As a leader, you should want more for people than the team wants from the people. People are attracted to leaders who are interested in increasing the lives of those around them. They move toward leaders who increase them and away from leaders who make them feel less.

It is not easy to acquire all these team leader characteristics, but you can learn and practice to become a better team leader to those on your iLead team.

To become a good leader, try to start by following the leaders you look up to.

SHARE WITH YOUR GROUP:

Who do you think is a good team leader and why?



There is always something that we can learn from other leaders. Following the one you look up to is exactly the way for you to kick start your journey to being a good team leader.

SHARE WITH YOUR GROUP:

Review what you have underlined and share with the group what stands out to you as most important.



TAKE ACTION:

This week, think of the good team leader you mentioned above and choose one way to mirror his or her leadership in your own sphere of influence.



“All kids are gifted and have strengths. Some just open their packages sooner than others.”

JOHN C. MAXWELL

EVALUATE YOURSELF ON HOW WELL YOU FIND YOUR STRENGTHS AND LOOK STRENGTHS IN OTHERS ON A SCALE FROM 1 TO 5: Select your answer. (1 is weak, 5 is strong)

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

Why did you give yourself this rating?



ACTION STEP:

What specific action can you take immediately that will improve your rating?



Lesson 7

The Fuel of Leadership – Passion



“Passionate leaders energize themselves and others.”

JOHN C. MAXWELL

LEGEND:

Use the prompts throughout the lesson to guide you.



First person
read aloud.



Next person
read aloud.



Underline what's
important to you.



Share with
others.



Take
action.

HOW YOU CAN MAKE THIS LESSON EFFECTIVE FOR YOU AND OTHERS:

1. Form groups of 6 to 8 people within the classroom.
2. Respect and value each person in the group.
Encourage yourself and others as you share.
3. Take turns reading each section of the material out loud.
4. Discuss openly. As you read, underline what is important to you.
5. Evaluate yourself. Review. Reflect. Apply. Have fun!

THE GOAL OF THIS LESSON:

**To recognize the power of passion
and put it to good use in your life.**



01

What is Passion?



What carries people to the top? What makes them take risks, go the extra mile, and do whatever it takes to achieve their goals? It is passion!

The word passion can be used interchangeably with words like determination, conviction, and love. Passion is a strong desire that can get you to do amazing things. Passion is an emotion to be acted upon. Without action, passion yields no worthwhile results. Passion is the motivating fuel of action.

So, what power does passion have? How do you recognize your passion, and how do you put it to good use?



The Power of Passion

1. Passion is the first step to achievement.

A desire driven by passion will bring about the greatest results in life. Loving what you do is the key that opens the door for achievement. When you don't like what you're doing, it really shows — no matter how hard you try to pretend. It's difficult to succeed when you don't have the desire to do so. That's why passion is so important. The only way you can achieve anything of significance is to really want it. Passionate people do not have to push themselves to start; they have to force themselves to stop.



2. Passion increases your willpower.

Passion is fuel for the will. It can push you through the difficult times. Passion turns your “have-to’s” into “want-to’s.” What we accomplish in life is based less on what we want and more on how much we want it. The secret to willpower is what I call “want-power.” If you want something enough you will find the willpower to achieve it. Helping others become winners begins with them wanting to win. Champions become champions from within, not from without.



SHARE WITH YOUR GROUP:

Where do you want to win so badly that you are willing to work really hard to achieve it? Rank your “want-power” for the following goals:

- ☐ Academics
- ☐ Sports
- ☐ Finances
- ☐ Social

SHARE WITH YOUR GROUP (CONTINUED):

☐ Health

☐ Other _____

Share with the group what you ranked as number one.



3. Passion produces energy.

Change, improvement, and results all require enormous energy. Without energy, nothing moves—nothing changes. But with energy, anything can be expanded or transformed.

That is why passion is essential to a leader's life. Passion can energize every single aspect of your life. Passion creates fire. It provides fuel. Do you ever feel burned out? Researchers talk about the 40% rule that states, "Most people feel exhausted when they have given 40% of their effort." They still have 60% left. Only passion will give you energy to tap into that 60%. Leaders who are able to tap into that fire, even when they are exhausted and things aren't going their way, stand out as those who achieve and lead at the highest level.



SHARE WITH YOUR GROUP:

You can't manage what you don't measure.

How would you rate your level of energy when things are going your way? _____

How would you rate your level of energy when things are not going your way? _____



4. Passion makes you contagious.

Writer Eleanor Doan remarked, "You cannot kindle a fire in any other heart until it is burning within your own." In other words, you cannot give what you do not have. And as a leader, you cannot ask of others what you are not willing to provide. Reason instructs people, but passion inspires. Blazing passion spreads like wildfire. Keep feeding your fire so that it ignites passion in others.



REFLECTION:

What is one thing that you are so passionate about that you cause other people to get excited about it, too?



SHARE WITH YOUR GROUP:

Review what you have underlined. Share with the group what stands out as most important to you and why?

TAKE ACTION:



What is one way you can tap into your passion this week and allow it to drive achievement in your life?

Write your action step below:



What Does Passion Look and Feel Like?

A great way to understand passion is to consider what makes passionate people different from everybody else.



Passionate people...

1. Are optimistic.

Passionate people are always focused on what can be rather than what is. They're always chasing their next goal with the unwavering belief that they'll achieve it.

2. Don't waste time.

Passionate people work hard to make things happen. They have a sense of urgency and keep a pace that sets them apart.

3. Are early risers.

Passionate people are eager to dive into their day. It's not that they don't like to sleep; they'd just rather pursue their passion. Their minds are flooded with ideas and excitement for the day ahead.

4. Take risks.

Civil Rights leader Martin Luther King Jr. asserted, "If a man hasn't discovered something that he will die for, he isn't fit to live." When passion takes ahold of you, it overcomes fear. Passion fuels a worthy cause to fight for, even when the stakes are high.

5. Are highly enthusiastic.

Passionate people get excited more frequently and stay excited longer. Even the most mundane things can delight passionate people. They get "fired up" over whatever they set out to do.

SHARE WITH YOUR GROUP:

Work together to come up with a list of people who are great examples of living life with great passion.

1. _____
2. _____
3. _____
4. _____
5. _____





03

Putting Passion to Good Use



We all have the ability to create whatever kind of life we want. The secret to living the dream is hidden in our passions and what we do because of them.

“Don’t ask yourself what the world needs. Ask yourself what makes you come alive and then do that. Because what the world needs are people who have come alive.”

HOWARD THURMAN



Your passion has the potential to provide you energy far beyond any limitations placed upon you. Passion fuels you to...

Give beyond yourself...

Serve beyond yourself...

Think beyond yourself...

Love beyond yourself...

And see beyond yourself.

What do all these things have in common? Living and leading a life beyond yourself.



SHARE WITH YOUR GROUP:

Share one way that your passion takes you beyond yourself.

Erika Andersen said, “When a leader is passionate, people feel a deep sense of being led in a worthy direction by someone who is committed to something more important than his or her own individual glory.”



Successful leaders possess a deep passion for people, their work and other activities in which they participate. They find ways to engage people to go faster, work smarter and improve their results. They don't push or drive people; they model and inspire people to dig deeper and give their best effort.

SHARE WITH YOUR GROUP:

Review what you have underlined. Share with the group what stands out as most important to you and why?



TAKE ACTION:

Allow your passion to drive you to give or serve beyond yourself at least once this week.



“Passionate leaders energize themselves and others.”

JOHN C. MAXWELL

EVALUATE YOURSELF ON HOW WELL YOU RECOGNIZE THE POWER OF PASSION
AND PUT IT TO GOOD USE IN YOUR LIFE A SCALE FROM 1 TO 5: Select your answer. (1 is weak, 5 is strong)

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

Why did you give yourself this rating?



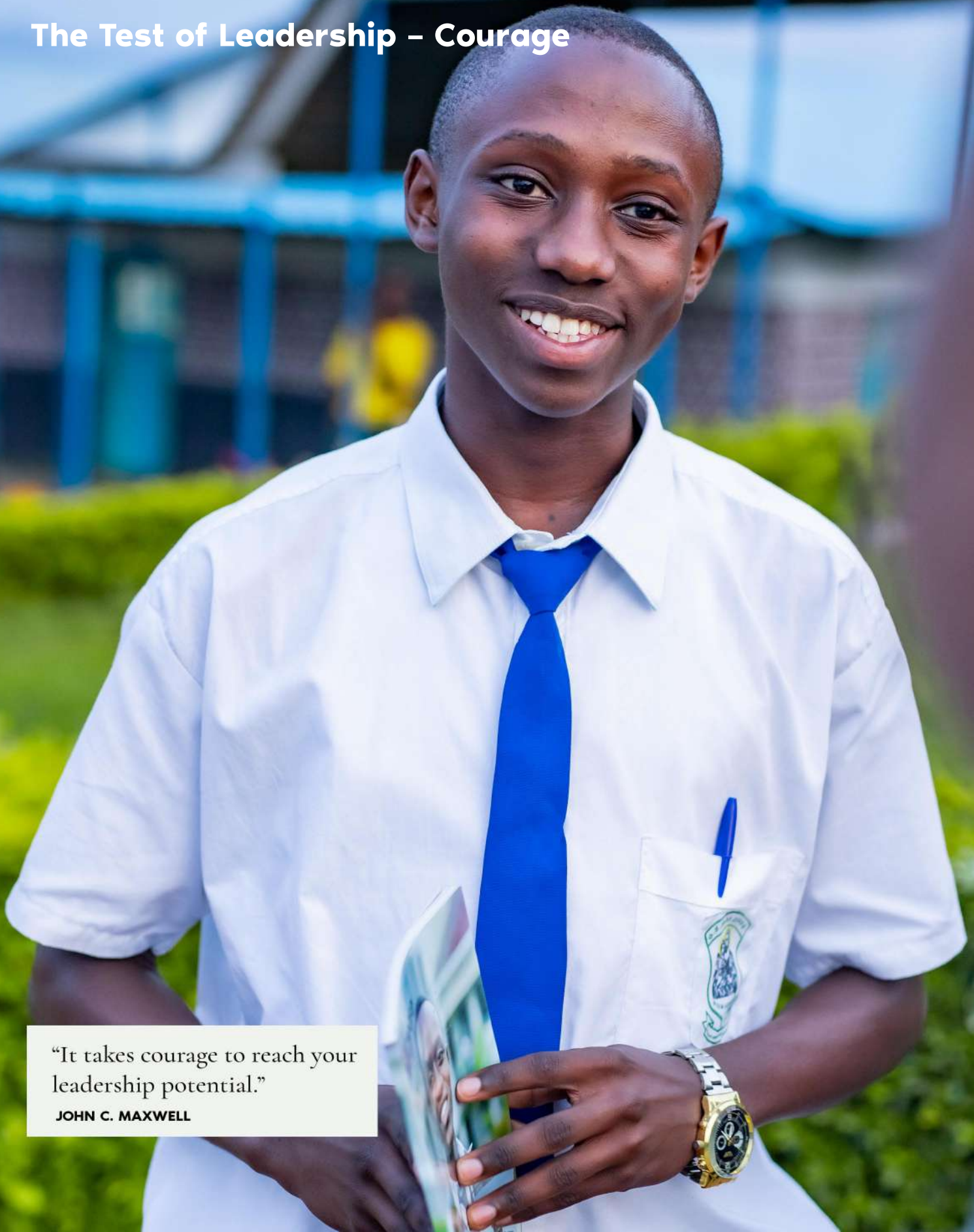
ACTION STEP:

What specific action can you take immediately that will improve your rating?



Lesson 8

The Test of Leadership – Courage



“It takes courage to reach your leadership potential.”

JOHN C. MAXWELL

LEGEND:

Use the prompts throughout the lesson to guide you.



First person
read aloud.



Next person
read aloud.



Underline what's
important to you.



Share with
others.



Take
action.

HOW YOU CAN MAKE THIS LESSON EFFECTIVE FOR YOU AND OTHERS:

1. Form groups of 6 to 8 people within the classroom.
2. Respect and value each person in the group.
Encourage yourself and others as you share.
3. Take turns reading each section of the material out loud.
4. Discuss openly. As you read, underline what is important to you.
5. Evaluate yourself. Review. Reflect. Apply. Have fun!

THE GOAL OF THIS LESSON:

**To understand and embrace courageous
actions that can take you from where
you are to where you want to be.**



01

Why Leadership Requires Courage



Leadership must start from within—the leader’s heart—where real courage resides. Courage is a necessary trait of effective leadership. It allows you to display other positive traits of good leadership.

Contrary to popular belief, courage is a teachable and learnable skill, and everyone has the capacity to be courageous. Yes, you! You might watch a courageous act and think, “That’s not me,” but, courage is inside of you, and it wants to be let out! And when it does, you probably won’t roar like a lion, but you will take your first step to becoming a courageous leader.



Most of us aren’t born courageous, so we shouldn’t expect to magically acquire it without practice. Courage is a habit, a muscle you can exercise. You become brave through courageous acts. It’s like how swimming helps you to learn to swim better. The same is true for courage; being courageous helps you to learn to be more courageous.



SHARE WITH YOUR GROUP:

Who do you think of when you think of someone who has a lot of courage?
What actions do they take that make them courageous?



Truths about Courage

1. Each day you choose to be courageous.

Courage is a continual choice. How do I continue to have courage each and every day? Focus on having courage one day at a time. And when that too seems daunting, strive to muster up courage from one moment to the next. Dale Carnegie said, “Most of the important things in the world have been accomplished by people who have kept on trying when there seemed to be no hope at all.” If you need courage to continue, then you continually need courage! Feed your courage regularly—it begins with choice.

2. Courage requires action.

“Thinking will not overcome fear, but action will.” – W. Clement Stone

Courage is more than making a decision — it’s taking action.

Each action step doesn’t have to be big. Courage is not measured by the size of the action taken. Courage is measured by the size of the fear embraced while taking action. The more courageous actions you take, the braver you become.

Courageous action becomes easier when you remind yourself, “The reason you are doing this is to make your life better.” Realize it’s not about what you feel; it’s what you do that makes a difference. Scared is what you may be *feeling*, brave is what you are *doing*.



3. Courage is not the absence of fear.

Everyone has some things they are afraid of. Courage is moving forward in spite of fear. And “Fear is just a call to exercise courage,” says Ed Litton. It’s okay to be scared. Being scared means you’re about to do something really, really brave. Without fear, we can’t have courage. We cannot act courageously in any situation unless we have something to protect, something to honor, something to prove, or something to commit to. Fear is a call to action, and that action should be courageous.



4. Life shrinks or expands in proportion to your courage.

Performing acts of bravery opens the door of opportunities. Poet T.S. Eliot said, “Only those who will risk going too far can possibly find out how far one can go.” Most of life happens by chance. So, take it! The person who goes the farthest is the one who is willing to do and dare. Let action be hard. Let action be scary. And then, act anyway! Your life expands with each courageous step. Do you want your life to be limited? Or, do you want your life to be expansive? Dare to stretch yourself through healthy, courageous advancement.



5. Courage leads to confidence.

People want confidence before they try. Eleanor Roosevelt says, “You gain strength, courage, and confidence by every experience in which you really stop to look fear in the face. You must do the thing you think you cannot do.”

Often people think courage is a result or a bi-product of action. It is not. Courage is required on the front end of action. Confidence is gained on the back end of courageous attempts.





SHARE WITH YOUR GROUP:

Review what you have underlined. Choose the most important thing you underlined. Take one minute and share with the group why it was important to you.

How would you rate your courage "muscle?"



TAKE ACTION:

What is one thing you can do this week to grow your courage?

Write your action step below:





You Can Grow Your Courage as a Leader



Check the ones you want to improve & “Courage Up!”

1. Courage requires leaders to see bravely.



What you look for, you will see. Begin seeing yourself as the hero of your life. Envision that you can shape your future right now. Envision that you can move beyond your current challenges and hardships and embrace all that you are. Envision yourself as bold, fierce and brave, and let courage be seen through you.

_____ Courage Up

2. Courage requires leaders to speak bravely.



Courage doesn't roar. Sometimes courage is the little voice at the end of the day that says, “I will try again tomorrow.” Conviction comes from hearing yourself speak bravely. The more you speak up and speak out, people will begin to hear courage in your communication.

_____ Courage Up

3. Courage requires leaders to ask bravely.



There are times to ask for permission, times to ask for help, and times to ask for participation. All of these instances require courage. Courage doesn't take “no” for a final answer, especially with what you are passionate about. Consider an answer of “no” meaning “no” for now, and ask again later. Your courage to continue asking is intriguing to others.

_____ Courage Up

4. Courage requires leaders to connect bravely.



We live in a more disconnected world than ever before. We may have multiple ways to connect with people but lack genuine connection that only comes from face-to-face interaction. Connecting takes more courage than a simple text, a social media “like”, or an email delivery. Face-to-face connection is what leaders strive for regularly.

_____ Courage Up

5. Courage requires leaders to serve bravely.



Our natural inclination is to think of ourselves first. It takes courage to think of others before ourselves. When you serve courageously, there is fear of how others may react to your doing so. Serve courageously anyway. Support anyway. Uplift anyway.

_____ Courage Up



6. Courage requires leaders to protect bravely.

Protecting others comes more easily when you have learned to protect yourself. What should you protect courageously? Your dreams, your character, and your boundaries. If you struggle to muster up protection for your own life, it will be much more of a challenge to protect others. A leader's job is to protect those they lead.

_____ Courage Up

7. Courage requires leaders to stretch bravely.

Being stretched is uncomfortable, but for leaders, it is a way of life. Leaders lean in. What do they lean into? They lean into difficult conversations, new situations, and new opportunities. And when they do, they experience more than others and grow because of it. Embrace courageous leaning and become stretched for the better.

_____ Courage Up

8. Courage requires leaders to love bravely.

Finally, we all deeply desire love—to be honored, cherished, respected and nurtured, and to give love in return. But, to be loved and share love requires courage. It means risking your heart and being vulnerable. It means you're likely to be hurt, but leaders recognize the cost. Leaders understand that it's almost impossible to lead people if you don't love them.

_____ Courage Up

REFLECTION:

How many of the ways to grow your courage did you check?

Which statement is most challenging to you? Why?

SHARE WITH YOUR GROUP:

Review what you have underlined. Choose the most important thing you underlined. Take one minute and share with the group why it was important to you.



TAKE ACTION:

Be intentional to find a way you can grow your courage this week!



“It takes courage to reach your leadership potential.”

JOHN C. MAXWELL

EVALUATE YOURSELF ON HOW WELL YOU UNDERSTAND AND EMBRACE COURAGEOUS ACTIONS ON A SCALE FROM 1 TO 5: Select your answer. (1 is weak, 5 is strong)

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

Why did you give yourself this rating?



ACTION STEP:

What specific action can you take immediately that will improve your rating?



UNIT 3

iLead



Lesson 9

The Connection of Leadership – Communication



“The key to successful leadership
is effective communication.”

JOHN C. MAXWELL

LEGEND:

Use the prompts throughout the lesson to guide you.



First person
read aloud.



Next person
read aloud.



Underline what's
important to you.



Share with
others.



Take
action.

HOW YOU CAN MAKE THIS LESSON EFFECTIVE FOR YOU AND OTHERS:

1. Form groups of six to eight people within the classroom.
2. Respect and value each person in the group.
Encourage yourself and others as you share.
3. Take turns reading each section of the material out loud.
4. Discuss openly. As you read, underline what is important to you.
5. Evaluate yourself. Review. Reflect. Apply. Have fun!

THE GOAL OF THIS LESSON:

To become a better communicator.



01

Clarity Matters



Campground Washroom

A rather old-fashioned lady was planning two weeks of vacation in Florida. She was quite delicate and elegant with her language. She wrote an email to a particular campground and asked for reservations. She wanted to make sure the campground was fully equipped but didn't know quite how to ask about the "toilet" facilities. She just couldn't bring herself to write the word "toilet" in her email. After much deliberation, she finally came up with the old-fashioned term "Bathroom Commode," but when she wrote that down, she still thought she was being too forward. So, she started all over again, rewrote the entire email, and referred to the "Bathroom Commode" simply as the "B.C.". Does the campground have its own "B.C."? is what she actually wrote.



Well, the campground owner wasn't old fashioned at all, and when he got the email, he couldn't figure out what the lady was talking about. That "B.C." really stumped him. After worrying about it for several days, he showed the email to other campers, but they couldn't figure out what the lady meant either. The campground owner finally came to the conclusion that the lady must be asking about the location of the local Baptist Church.

So, he sat down and wrote the following reply:



"Dear Madam: I deeply regret the delay in answering your email, but it is my pleasure to inform you that the "B.C." is located nine miles north of the camp site and is capable of seating 250 people at one time. I admit it is quite a distance away if you are in the habit of going regularly, but no doubt you will be pleased to know that a great number of people take their lunches along and make a day of it. They usually arrive early and stay late. The last time my wife and I went was six years ago, and it was so crowded that we had to stand up the entire time we were there. It may interest you to know that right now, there is a dinner planned to raise money to buy more seats. They plan to hold the dinner in the middle of the "B.C.", so everyone can watch and talk about this great event. I would like to say it pains me very much not to be able to go more regularly, but it is surely not for lack of desire on my part. As we grow older, it seems to be more and more of an effort, particularly in cold weather. If you decide to come down to the campground, perhaps I could go with you the first time you go, sit with you, and introduce you to all the other folks. This is really a very friendly community!"

SHARE WITH YOUR GROUP:

What do you think was the cause of the misunderstanding in this story?

**Why is communication so important?**

One of the greatest reasons you want to communicate well with others is to bring about understanding. Almost all misunderstandings are a result of miscommunication. Words can be the most powerful and the most dangerous tools for a leader. With his or her speech, a leader can encourage, inspire, teach and direct others, or a leader can confuse, discourage, misguide, and hurt others. While some of the root causes for miscommunication seem obvious, such as the one in this funny campground washroom story, most miscommunication happens when there is a disconnect.

**Connection is key!**

What do you think it means to “connect”? Connecting is the ability to identify with people and relate to them in a way that increases your influence with them. Why is that important? Because the ability to communicate and connect with others is a major determining factor in reaching your potential. To be successful, you must work well with others. And to do that at your absolute best, you must learn to connect.

**Connection increases communication.**

Why is connecting important to communication? The secret to communication — whether one-on-one, in a small group, to an audience, or in writing — is connecting. If you can connect with people, you can communicate with people. It will help you as a friend, spouse, parent, communicator, and as a leader. It's a leader's job to initiate connection with people. According to the Harvard Business Review, “The number one criteria for advancement and promotion for professionals is an ability to communicate effectively.”¹ That means connecting! If you learn to connect better, it will change your life!



**SHARE WITH YOUR GROUP:**

Come up with someone your group agrees is a good communicator. Can you identify any ways that person is intentional to connect with the people he or she talks with? List 3 ways.

Review what you have underlined and share with the group what stands out as most important to you.

REFLECTION:

How would you rate your ability to communicate on a scale of 1-10? _____

How much higher do you think your rating could go if you learned to connect well with people?

TAKE ACTION:



What is one thing you can do this week to increase your connection with the people you communicate to the most often?

Write your action step below:

Communication Keys



Trust is the key to effective communication.

Every time you meet someone, and every time you talk or write, you must ensure you communicate positive intent to connect, provide understanding, and build trust.



If you want to bridge any communication gap and build rapport, here are some tips:

1. **Have a firm, warm, and friendly handshake.** Sounds obvious, but one-third of the world lacks handshake etiquette. Keep eye-contact while shaking hands. Be aware that some Muslim women cannot have physical contact with a man in public who is not their husband.
2. **Positive eye contact should be held with eyes above the shoulder level.** When listening to others speak, the only time you should break eye contact is to take notes. Note that in some cultures in Asia, averting eye contact is not rudeness, and is instead a sign of respect.
3. **Be thoughtful in your manners and accurate with your language.** Leave your slang and unfamiliar jargon at home. This is especially important in dealing with senior people.
4. **Dress the part.** Your value is in who you are; reflect it.
5. **Smile and ensure congruent body language.** If you're excited, let your face tell them that. Your body-language should match your words.
6. **Paint word pictures and give real examples** — relevant true stories that draw your audience into what you are sharing.
7. **Actively listen to understand and ask open, insightful questions.**
8. **Focus on the other person's needs and personal agendas.** It's all about them, and what you can potentially do for them.
9. **Display good manners.** Refrain from cursing and be respectful of people's time.



If you embrace these tips when you meet people for the first time, you will make a good impression, and you'll have the chance to earn their trust and build a relationship.



SHARE WITH YOUR GROUP:

Which one of these tips do you do best?

Which one of these tips do you need to improve on?



1. Live what you communicate.

The relationships we have with others are largely determined by the relationships we have with ourselves. If we are not accepting of who we are, if we are uncomfortable with ourselves as people, if we don't know our own strengths and weaknesses, then the attempts we make to connect with others will usually misfire.

Once we know ourselves, like ourselves and feel comfortable with ourselves, then we are open to knowing others, liking and feeling comfortable with them.

To communicate effectively, connect with yourself first before connecting with others.

All communication has three parts:

- Thoughts prepare your content.
- Feelings inspire the content and the delivery.
- Actions help you keep viewers' attention.

Your actions should complement both your content and feelings and also move people into action themselves.

Before you begin to speak, ask yourself, “Is this something I know? Is this something I feel? Is this something I do?” Start there.

You are the message you speak. It won’t connect with others if it doesn’t first connect with you!

2. Focus on others.

The secret sauce of good communication is focusing on others, not yourself. That is the number one problem of inexperienced speakers, and it is also the number one problem of ineffective leaders. You will always connect faster when your focus is not on yourself.



It’s one thing to communicate to people because you believe you have something of value to say. It’s another to communicate with people because you believe they have value.

Connection: We all crave it. If you want to connect best with others, you need to treat them according to the golden rule—treat them as you want to be treated. Before you communicate with others, ask yourself first, “Are my words kind, necessary and true?”

Consider first how you would like to be communicated to before initiating communication with others.

3. Communicate any wrongdoing.

To be human is to mess up. To connect, you must fess up.

Maintain your integrity and regain your credibility as a leader by first recognizing where you may have a disconnect with someone.

After you have targeted the problem, go right to the person, group or audience. A lot of problems in the world would disappear if we talked to each other instead of talking about each other.

Apologize. When your actions hurt others, you need to admit what you did was wrong and say you are sorry.

Make Amends. And of course, if it is within your power, you need to find ways to make it up to the people you have wronged.





4. Communication is more than words.

Effective communication and language translation involve far more than converting words and phrases from one language to another. Yes, you should choose your words wisely, but more importantly, you must convey your intent. Intention begins with your attitude. People hear your words but feel your attitude.

Three ways to intentionally connect with people:

1. What you do
2. What you say
3. How you say it

We remember 10% of what we hear.

We remember 50% of what we see.

We remember 70% of what we say.

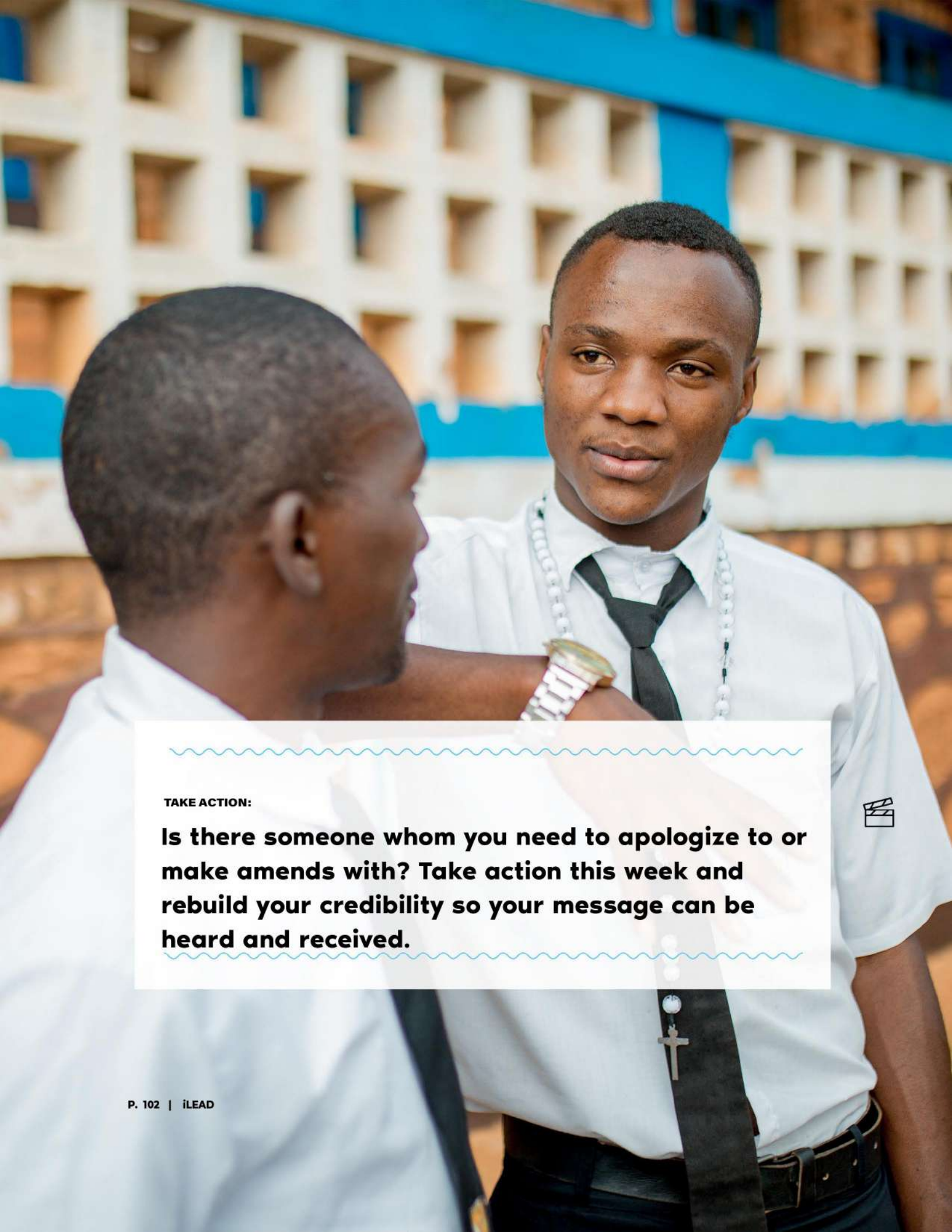
We remember 90% of what we hear, see, say and do.

Good leaders strive to make their communication memorable. Messages can mark you. And when they do, they are more likely to be remarkably impactful.



SHARE WITH YOUR GROUP:

Review what you have underlined and share with the group what stands out as most important to you.



TAKE ACTION:

Is there someone whom you need to apologize to or make amends with? Take action this week and rebuild your credibility so your message can be heard and received.



“The key to successful leadership
is effective communication.”

JOHN C. MAXWELL

**EVALUATE YOURSELF ON HOW WELL YOU BECOME A BETTER COMMUNICATOR
ON A SCALE FROM 1 TO 5: Select your answer. (1 is weak, 5 is strong)**

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

Why did you give yourself this rating?



ACTION STEP:

What specific action can you take immediately that will improve your rating?



Lesson 10

The Core of Leadership – Strengths



“All kids are gifted and have strengths. Some just open their packages sooner than others.”

JOHN C. MAXWELL

LEGEND:

Use the prompts throughout the lesson to guide you.



First person
read aloud.



Next person
read aloud.



Underline what's
important to you.



Share with
others.



Take
action.

HOW YOU CAN MAKE THIS LESSON EFFECTIVE FOR YOU AND OTHERS:

1. Form groups of 6 to 8 people within the classroom.
2. Respect and value each person in the group.
Encourage yourself and others as you share.
3. Take turns reading each section of the material out loud.
4. Discuss openly. As you read, underline what is important to you.
5. Evaluate yourself. Review. Reflect. Apply. Have fun!

THE GOAL OF THIS LESSON:

**Find your strengths and make them better.
Look for strengths in others.**



01

Know Your Strengths



Your strengths make you unique.

A sea is a multitude of billions of drops of water where each drop is as important as the other drop, but no one really notices the difference, because they all are felt the same way. Similarly, the concept reflects the same idea for a group of people working under the same roof—parents, teachers, students, friends. To stand out from a group, you need to determine what your strengths are.



Why fit in when you were born to stand out?

Each of us is different. No one else in the world has exactly the same gifts, talents, background, or future. There is nobody on the planet that is quite like you. There is also nobody who has ever lived, nor anybody who will ever live, that will be exactly like you. You are literally one-of-a-kind! You are unique. The one thing you have is your individuality. Embrace it and learn to capitalize on your personal strengths.



Questions to help you determine what your strengths are.

1. Ask yourself: What do I do well?

People who reach their potential ask two questions, “What am I doing right?” and “What am I doing well?”

The first question is a values question; the second is a talent question. You should always strive to do what’s right. But doing what’s right doesn’t tell you anything about your talent. So, let’s identify where your talent and your values intersect, making you uniquely talented! Your greatest strength would be something that comes very easily for you.

Take some time and think about what comes naturally for you. It could be anything. Write it down:

Reflect on what you are doing when you are happiest. Write it down:

Think about aspects of your personality that you consider strengths. Being kind, generous, open-minded, or a good listener are extremely important strengths that relate to your overall abilities that might get overlooked. Be conscious of these and take pride in them. Write down your best personality trait:

Another way to think about strengths is to consider them as talents, or innate abilities and desires that fit with your sense of self and vision for the future. In other words, these are the things that you'd say, "It wasn't effort, I've always had the ability to do that kind of activity well." Write down an activity that you do well:

SHARE WITH YOUR GROUP:

Reflect on what you've written. When I am at my best, I am doing:



2. Ask yourself: What don't I do well?

Weaknesses could be conceived as something about yourself that you either have the power to improve, or that are perhaps simply not relevant to your desires or goals in life. Acknowledging either one is acceptable. Weaknesses are not permanent aspects of ourselves, they are changeable and naturally get better as a result of focusing on what you do best.

Yes, that's correct. When you focus on your strengths, your weaknesses will automatically get better, too. An apparent "weakness" may merely be an indication that a particular activity just isn't for you, which can be an important thing to admit to yourself. Do you know what happens when you spend a lot of your time working on your weaknesses and never developing your strengths? You become frustrated and get behind.



“Almost every man wastes part of his life in attempts to display qualities which he does not possess.”

SAMUEL JOHNSON

Recognize your weaknesses but grow your strengths.

Identify one of your weaknesses:



3. Ask others: What do I do well?

Listen to what others praise. Many times, we take our talents for granted. We think because we can do something well, anyone can. Often that's not true. How can you tell when you're overlooking a skill or talent? Listen to what others say. Your strengths will capture the attention of others and draw them to you. On the other hand, when you're working in areas of weakness, few people will show interest. If others continually praise you in a particular area, start developing it.

If you really want to recognize your strengths, you need other people to hold up a mirror. When you see reflection through the eyes of those who know you well, you can begin to identify your most unique talents.



SHARE WITH YOUR GROUP:

Ask the group, "What do you think I do well?" Write down their answers:



4. Ask yourself: "What are my desires in life?"

We all have goals and yearnings in life. Your desires or longings say a lot about you, even if you've denied them. Consider why you want to complete those activities or goals and what it will take to reach them. Chances are, these are your passions and dreams in life, which are typically areas of great strength. Think about it! If everyone had the ability to be good at, or even desired, all of the same activities, then the world would likely be a very boring place!

Write one thing you desire to achieve:

SHARE WITH YOUR GROUP:

Identify one thing that you underlined that stands out as most important to you and share it with the group.



TAKE ACTION:

What is one thing you can do this week to grow in your understanding of your strengths? It could be asking a friend to share his or her insights, taking some type of personal assessment, or journaling. Commit to one action this week that will help you clarify your strengths.



Write your action step below:

Lean Into Your Strengths



Discover your strengths, and you discover your purpose!

Your purpose in life is connected to your giftedness. And guess what? It always works that way. Your future is directly connected to what you are good at, guaranteed. This is liberating for many people. You will discover your purpose only by finding and remaining in your strength zone.



*There are two great days in
a person's life...*

*The day you were born and
the day you discovered why.*

*The first one lets you breathe,
and the second one lets you live.*

SHARE WITH YOUR GROUP:

Take two minutes and draw a self-portrait of you doing what you do best.





When you develop your strengths, you reach your potential.

You cannot grow to your maximum potential if you continually work outside of your strength zone. Improvement is always related to ability. The more you focus on your natural abilities, the greater your potential will also be. Your performance increases also! Understanding your strengths keeps you ahead in a lot of things. Knowing what you can excel at enables you to aim higher and achieve much more. Look at the chart below:



Take a few minutes to apply what you learned above:

One thing in my depletion zone is _____.

One thing in my strength development zone is _____.

One thing in my strength zone is _____.



5. You lead well when you help others find and develop their strengths.

To be a successful leader, find and develop the strength zones of people around you. Whenever you see people who are successful in life, you can rest assured that they are working in their strength zone. But that is not enough. By emphasizing people's strengths, you're helping them believe that they possess what they need to succeed.

Good leaders help others find their strength zones and empower them to develop them. Praise them for what they do well, both privately and publicly. Tell them how much you appreciate their positive qualities and their skills. And anytime you have the opportunity to compliment and praise them in the presence of their family and close friends, do it.

SHARE WITH YOUR GROUP:

Identify one thing that you underlined that stands out as most important to you and share it with the group.



If you are a young leader and you are still uncertain about where your strengths lie, don't get discouraged. Try to be patient and keep working at it. If you persevere, you will figure it out. Here's what I know: the more you work in your strength zone, the more successful you will be!

TAKE ACTION:

Think of one person you interact with often. Write his or her name here: _____

What are his or her strengths? _____

Take time today to affirm that person and share the strengths you see in him or her.



“All kids are gifted and have strengths. Some just open their packages sooner than others.”

JOHN C. MAXWELL

EVALUATE YOURSELF ON HOW WELL YOU FIND YOUR STRENGTHS AND FOR OTHERS AND MAKE THEM BETTER ON A SCALE FROM 1 TO 5: Select your answer. (1 is weak, 5 is strong)

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

Why did you give yourself this rating?



ACTION STEP:

What specific action can you take immediately that will improve your rating?



Lesson 11

A Picture of Leadership – Example



“People do what people see.”

JOHN C. MAXWELL

LEGEND:

Use the prompts throughout the lesson to guide you.



First person
read aloud.



Next person
read aloud.



Underline what's
important to you.



Share with
others.



Take
action.

HOW YOU CAN MAKE THIS LESSON EFFECTIVE FOR YOU AND OTHERS:

1. Form groups of 6 to 8 people within the classroom.
2. Respect and value each person in the group.
Encourage yourself and others as you share.
3. Take turns reading each section of the material out loud.
4. Discuss openly. As you read, underline what is important to you.
5. Evaluate yourself. Review. Reflect. Apply. Have fun!

THE GOAL OF THIS LESSON:

Understand the value of leading through actions.



01

Leading By Example



The definition of the word “example” is to act in a way that shows others how to act.

An Eagle Among a Family of Chickens

One day a boy climbed to a high place and found an eagle’s nest with eggs in it. He snatched one of the eggs while the eagle was away, took it back to the family farm, and put it under a sitting hen’s nest of eggs. The hen’s eggs hatched one by one, and when the eaglet came out of her shell, she had no reason to believe she was anything other than a chicken. So, she did everything that the other chickens did on the farm. She scratched around the yard looking for grain, she tried her best to cluck, and she kept her feet firmly planted on the ground, even though the fence around the pen wasn’t more than a few feet high.



That went on until she towered over her siblings and her adopted mother hen. Then one day, an eagle flew over the chicken yard. The young eagle heard the flying eagle’s cry and saw it swoop down on a rabbit in the field. And at that moment, the young eagle knew in her heart that she wasn’t like the other chickens in the yard. She spread her wings, and before she knew it, she was flying after the other eagle. Not until she had seen one of her kind flying, did she know who she was or what she was capable of doing.



SHARE WITH YOUR GROUP:

What did you learn from this story?



Leading by example is a trait of a true leader.

Just like the eagle in the story, people with knowledge, skill, and desire need to know what they are capable of and the best way to inform them is to show them. People naturally do what they see.

A leader goes the way and shows the way.

The people you desire to lead need to see what it looks like to fly. Their ability to fly begins with you! As a leader, you have the best opportunity to show them. Model what you value and the attitude and work ethic you would like them to embrace. Anytime you can include them, take them along with you. There is no better way to help them learn and understand what you want them to do, than by demonstrating through your own example.



SHARE WITH YOUR GROUP:

Who do you know that models leadership well? _____

What do they do that makes them a good leader?



Leadership is caught not taught.

People do what people see, period. John Wooden says, “Being a role model is the most powerful form of educating.”¹ Research says, how people learn is 89% visual, 10% audio and 1% other senses. A good picture example has three times the value of a good lecture. Good leaders understand people will follow your actions much more than they will follow your advice.



Leaders are visual display boards of what they value.

Whether you want to believe it or not, we are all walking visual display boards. Your actions are your life’s biggest advertisement. How are you advertising your life—online, in school, at home? Are your actions aligned with who you really are? Are they contradicting?



Now that you are understanding that your life is constantly on display, don't you want your viewers to see the role model you desire to be?

Good leaders know others are observing what they do and say. Great leaders know what they display consistently grows their leadership credibility. How do you display your leadership? By authentically embracing and displaying your values to those around you. Every day is a powerful opportunity to show others what you want your life to represent.



SHARE WITH YOUR GROUP:

Review what you have underlined. Share with the group what stands out as most important to you and why?

REFLECTION:

What values do you wish to represent? _____

Think about the environments you are advertising yourself in. Is your behavior similar in each environment? Why or why not?

TAKE ACTION:



**Choose one thing you can do this week
that will create consistency between your
behavior and your values.**

Write your action step below:

Show-and-Tell Leadership



Show-and-tell (sometimes called **show and share**) is the practice of showing something to an audience and telling them about it.



The beauty of this exercise is that each person is given a platform to speak, to be heard, and to be known in a different way. Have you ever had a show-and-tell experience? If so, it was likely one of your first opportunities to lead.

Leadership works the same way! It's easier to emulate things you have seen, ask questions about something you've been shown, and reproduce what has been demonstrated.

SHARE WITH YOUR GROUP:

Reflect on your show-and-tell days. Do you remember one thing you brought to school to show-and-tell? What was it?

If you could do a leadership show-and-tell, what would you show?
And how would you share? Why?



What do I want people to see in me?

As a leader, ask yourself, "What do I want people to specifically see in me?"

1. Actions that match my words.

The "lead by example" phrase is true - because people are influenced by our actions. Your life as a leader would be easier if you could say all the right things and know those words would significantly influence others. While that would be easier, it is unrealistic. While your words matter, what you do matters even more. To put it another way, others watch your feet more than your lips.



Leaders strive to lead with their actions as well as their words. Leadership is acting out the right example for others to follow. When you say one thing and do another, those that follow you will ask, “If he doesn’t do it, why should I?” What happens then? You lose credibility. Why? Your inconsistency can foster suspicion, mistrust and doubt. To be a truly effective leader, you must match your actions to your words.



2. Actions that show that I care.

Show others you care by asking questions. Try to understand their points of view and encourage their strengths. One sign of good leadership is knowing that you don't know everything. Listen and get feedback from your team regularly.

Feedback questions accept both compliments and criticism. It takes both sun and rain for anything to grow.

Model to your classmates what it looks like to care:

Ask them questions, try to understand their points of view and encourage them.

When you model healthy dialogue with others, it sets your leadership apart and influences others to do the same.

Look closely at your own behavior. If you criticize people for interrupting, but you constantly do it yourself, you need to fix this. If you want people to pay attention to one another and listen to all viewpoints, demonstrate it yourself.



3. Actions that show I am trustworthy.

“It is unfair to ask of others what you are unwilling to do yourself.”¹

ELEANOR ROOSEVELT

Stop and think of inspiring leaders who have changed the world with their examples. Think of what Mahatma Gandhi accomplished through his actions. He spent most of his adult life living what he preached to others. He was committed to non-violent resistance to protest injustice, and people followed his footsteps. He led them, and India, to independence because his life proved, by example, that it could be done.

Consider what might have happened if Gandhi had gotten into a physical fight with his opposition? His important message of non-violent protest would probably have been much harder to believe after that. His followers would have looked at him with suspicion and distrust. The chances of many people getting into physical arguments or committing acts of violence probably would have increased dramatically.

When your actions don't match the leader you wish to portray, you will have few people who want to follow you. Suspicion and doubt will settle on those who observe your actions. If you find that people are not trusting of you, do an inventory of your actions.

4. Actions that show I lead myself well.

We should work on changing ourselves before trying to improve others. The quality of your leadership is reflected in the standards you set for yourself. To lead by example, keep it simple. Don't talk; just act. Don't say; just show. Don't promise; just prove. Leading yourself well is not a position, it is behavior. Live it.



5. Actions that inspire others to follow.

Leadership only succeeds when it shows others how to extend and push for greatness. When you lead by example, you create a picture of what's possible. Others should look to you and think, "If she can do it, I can too."



What inspirational example am I setting?

If you want your influence to be positive and productive, it helps when your actions clarify your positivity and productiveness. When you do this, you are leading by an example in an intentional and productive way. Leadership is an echo. What you send out, comes back. What you give, you get. What you believe in others, exists in you.

Watch-Choose-Do. Onlookers watch first, then they choose you as their example, lastly, they copy.

*"The best example of leadership
is leadership by example."*²

JERRY MCCLAIN

It takes time for leaders to learn how to Model the Way. It takes effort and time to improve, but practice makes a leader. The important thing is to **let your actions show.**



SHARE WITH YOUR GROUP:

Take a few minutes to review the following “Questions for daily actions” and think through your answers. Choose one to share with the group.

- How did I talk about my values and beliefs with others today?
- Did I act on those values and beliefs in my interactions with others?
- Did I thank or recognize others who demonstrated their personal values?
- Did I set an example for how others in my class should act?
- Did I follow through on what I committed to doing?

Review what you have underlined and share with the group what stands out to you as most important and why.



TAKE ACTION:

Post the questions for daily action somewhere you can see them and review them daily.



“People do what people see.”

JOHN C. MAXWELL

EVALUATE YOURSELF ON HOW WELL YOU UNDERSTAND THE VALUE OF LEADING THROUGH ACTIONS
ON A SCALE FROM 1 TO 5: Select your answer. (1 is weak, 5 is strong)

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

Why did you give yourself this rating?



ACTION STEP:

What specific action can you take immediately that will improve your rating?



Lesson 12

The Focus of Leadership – Priorities



“Activity is not always accomplishment.”

JOHN C. MAXWELL

LEGEND:

Use the prompts throughout the lesson to guide you.



First person
read aloud.



Next person
read aloud.



Underline what's
important to you.



Share with
others.



Take
action.

HOW YOU CAN MAKE THIS LESSON EFFECTIVE FOR YOU AND OTHERS:

1. Form groups of 6 to 8 people within the classroom.
2. Respect and value each person in the group.
Encourage yourself and others as you share.
3. Take turns reading each section of the material out loud.
4. Discuss openly. As you read, underline what is important to you.
5. Evaluate yourself. Review. Reflect. Apply. Have fun!

THE GOAL OF THIS LESSON:

To begin to prioritize the important things in your life.



01

Purposeful Planning



If I gave you a bow and arrow and told you to, “SHOOT!”, your first response would be, “At what?” When there is no target, there is no purpose for shooting. You could shoot the arrow anywhere and wherever the arrow ended up would be where the arrow ended up. Not much to it.

On the other hand, if I gave you a target and challenged you to hit the bullseye, everything changes. You now have something to aim at, something to challenge your skills against, something to measure your progress with, and something that gives all of your efforts purpose. A simple target directs and achieves purpose.

Your priorities are your target. What do they do for your life? They change everything.



Your future depends on your focus.

You are preparing for something. The question is, what are you preparing for? Are you grooming yourself for success or failure? Leaders grasp this statement: “You can pay now, and play later, or you can play now and pay later.” But either way, you are going to pay. The idea is that you can play and take it easy and do what you want today, but if you do, your life will be harder later. However, if you work hard now, on the front end, then you will reap rewards in the future. Think about it: What are you preparing for today? Success or failure?



Being proactive beats being reactive.

Every person is either an initiator or a reactor when it comes to planning. If you don’t choose, you’ll likely lose. Proactive means choosing. Reactive means losing. The question isn’t “Will I have things to do?” but “Will I do things that make a difference?” To be an effective leader, you need to be proactive and initiate. Take a look at the difference between initiators and reactors:

Initiators

- Prepare
- Plan ahead
- Reach out to others
- Anticipate problems
- Seize the moment
- Prioritize their calendars
- Invest time in people

Reactors

- Repair
- Live in the moment
- Wait for others
- React to problems
- Wait for the right moment
- Places others’ requests in their calendars
- Spend time with people

SHARE WITH YOUR GROUP:

Are you naturally more of an initiator or a reactor? Why?

What are the top three priorities in your life?



To improve your life, change your priorities.

Change is always noticeable, most often by your friends. When you lead your life by prioritizing it, it may reduce time spent with others. It may even exclude them altogether. As you shift your priorities, you may find people questioning who you are as a person. When this happens, you may need to help them by clarifying with this statement: “I didn’t change. My priorities did.”



Time waits for no one.

You’ve probably heard this saying. It’s true. Time marches on, and it’s up to us to keep up with it. There is no such thing as “time management.” Why? Because it is impossible to manage time. Managing something means controlling it, changing it. When it comes to time, there is nothing to manage. Everybody gets twenty-four hours in a day. We can’t add another hour or subtract one. We can’t slow it down or speed it up. Time is what it is.





It's not about having time. It's about making time for what you can control.

When you feel that you don't have enough time, you need to examine yourself — your choices, your calendar, your priorities. These are the things you can control, not time. You need to determine how you will spend the twenty-four hours you have each day. That requires you to prioritize your time, so you get more production out of those hours. That's especially true for leaders because their actions impact so many other people. Instead of saying, "I don't have time," try saying, "It's not a priority," and see how that feels. You capture people's attention by what you give and don't give your time to. And when you do, you will influence them to prioritize their life, too!



Choose your priorities or someone else will.

Priorities and time are linked together. How? Anything you do takes time. A better choice in priorities will always equal a better use of your time. When you know your priorities, you know how to spend your time. Bad priorities are a waste of time. Good priorities are a good use of time. Decide what your priorities are, and how much time you will spend on them. If you don't, someone else will! And then you won't be leading your life.



SHARE WITH YOUR GROUP:

Review what you have underlined and share what stands out as most important to you and why.

TAKE ACTION:



What is one thing you can do this week to live more intentionally based on your priorities?

Write your action step below:

What's Most Important?



You can't do it all at the same time.



The older you become, the more responsibilities you have. And although that may not seem like a future to look forward to, you can allow it to make you better. You can choose to agonize or get organized. Leaders organize. Guess what that means? Their life is busy, but effectively lived because they do only the important things. "[The] things which matter most must never be at the mercy of things which matter least."¹ – Johann Wolfgang Von Goethe

Major time should be spent on major priorities, and minor time on minor priorities. You can think of it in terms of importance. Here is a simple but effective way to classify tasks so that you can quickly prioritize them in any given moment. The goal is for you to determine how important the task is and how urgent it is.

High Importance/High Urgency: Tackle these projects first.

High Importance/Low Urgency: Set deadlines for completion and get these projects worked into your daily routine.

Low Importance/High Urgency: Find quick, efficient ways to get this task done without much personal involvement. If possible, ask someone else to do it, or get help with it.

Low Importance/Low Urgency: These are typically common, repetitive tasks. Do these things in half-hour segments every week. Or, get somebody else to do them altogether!

Having a strategy for evaluating your priorities is invaluable to a leader. After all, a life in which anything goes will ultimately be a life in which nothing goes. Remind yourself, "Every time I want to move to bigger things, I have to get rid of lesser things."



SHARE WITH YOUR GROUP:

Which High importance/High urgency task will you tackle this week?





SHARE WITH YOUR GROUP (CONTINUED):

Which Low importance/Low urgency task will you get help with this week?



Leaders focus on important things-not everything.

A critical key to becoming successful at anything is a focus of priorities. Distraction can be a leader's greatest enemy. Distraction never brings traction to a leader's life. There is a Russian proverb that states, "If you chase two rabbits, you will lose them both." Leaders understand the statement that if you chase two rabbits, both of them get away. Why? Because trying to focus on two things at the same time is distracting. They don't chase two rabbits. They look at one of the two and say, "Hey, I'm going to let that one go because I'm going to prioritize this one." Pick one rabbit!

REFLECTION:

Do you have competing priorities?

Do you need to choose which "rabbit" you will chase this week?

SHARE WITH YOUR GROUP:

Review what you have underlined and share what stands out as most important to you and why.



What you focus on expands.

TAKE ACTION:

What do you want to expand in your life? Find a way this week to place it before you so that it's within your focus and prioritized in your life.



"Activity is not always accomplishment."

JOHN C. MAXWELL

**EVALUATE YOURSELF ON HOW WELL YOU PRIORITIZE THE IMPORTANT THINGS IN YOUR LIFE
ON A SCALE FROM 1 TO 5: Select your answer. (1 is weak, 5 is strong)**

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

Why did you give yourself this rating?



ACTION STEP:

What specific action can you take immediately that will improve your rating?



UNIT 4

iLead



Lesson 13

The Compass of Leadership – Vision



“A vision is a picture of tomorrow
that gives us passion for today.”

JOHN C. MAXWELL

LEGEND:

Use the prompts throughout the lesson to guide you.



First person
read aloud.



Next person
read aloud.



Underline what's
important to you.



Share with
others.



Take
action.

HOW YOU CAN MAKE THIS LESSON EFFECTIVE FOR YOU AND OTHERS:

1. Form groups of six to eight people within the classroom.
2. Respect and value each person in the group.
Encourage yourself and others as you share.
3. Take turns reading each section of the material out loud.
4. Discuss openly. As you read, underline what is important to you.
5. Evaluate yourself. Review. Reflect. Apply. Have fun!

THE GOAL OF THIS LESSON:

**To help you see a better tomorrow so
that you can share it with others.**



01

Leaning Into Vision



When you were a small child, did you ever pretend to be a pirate? Did you draw detailed maps with palm trees, waterfalls, lagoons, and of course, buried treasure? You probably specified the buried treasure with a huge “X”. As everyone played along and looked for the hidden treasure, you reminded each other that “X” marked the spot of the buried treasure.

Treasure hunters are always scouring the earth looking for treasures and relics left behind by previous civilizations and generations. But, the greatest treasure in the whole universe is right inside you! YOU are the location of this world’s best treasure! If “X” marks the spot, then the “X” is marked on you!

A vision works the very same. It comes from within the leader and becomes everything for the leader. Why? Because a vision guides the leader. It paints the target and points the way. It sparks and fuels the fire within and pulls a leader forward in that direction. It can also become the beacon for others who follow that leader.



What is a vision?

Your vision is your most important dream or mental picture. It can be a combination of dreams and long-term goals. A vision defines an optimal state for others. It tells the story of what you would like to achieve over a longer time. A vision can be your personal “why” or your purpose for existence. Your vision unlocks your deepest motivations. It may even be the beginning of the legacy you wish to leave behind.

REFLECTION:

Circle whichever statement is most true:

I have a clearly defined vision for my life.

I’m beginning to get a sense of my vision.

I am still trying to figure out what vision looks like for me.

There are parts of my life that I have a specific vision for.

How does a leader benefit from a vision?



“Leadership is the capacity to translate vision into reality.”¹

WARREN BENNIS

Clear vision does wonders for an individual and team, but it also does wonders for the leader. Among its greatest benefits are direction and passion. For leaders, vision sets direction for their lives. It's like having a road map. It prioritizes both action and values, helping leaders remain focused.

The vision is the destination, and your leadership is the driver on the road towards that objective. A leader without a vision is someone who isn't going anywhere. At best, they are just leading in circles. Don't let that be you! If you want to possess a vision for your leadership, you need to prepare for it. You need to anticipate it. When you possess positive anticipation of what is ahead, you increase the success of your vision.



SHARE WITH YOUR GROUP:

Take three minutes to discuss how you think vision and leadership work together. Then, review what you have underlined. Share with the group what stands out as most important to you.





TAKE ACTION:

Whether leading yourself, your siblings, or your sports team, you will need to be able to articulate your vision. Take time to think of one arena of your leadership and write out your vision and what might be required to achieve success.

Example: My vision is for our softball team to be the league champions. In order to do this, we are going to have to practice hard, work together as a team, and have all players maintain their academic eligibility. Write your action step below:



A Vision Succeeds When You...



1. Clarify it.

It may sound overly simple, but a primary reason that most people don't get what they want is that they don't know what they want. They haven't defined their dream in clear and compelling detail.



“Your vision will become clear only when you can look into your own heart. Who looks outside, dreams; who looks inside, awakens.”¹

CARL JUNG

A clear vision provides guidance in a world of choices. It enables you to focus on what to do (and not to do) to achieve your goals five, ten, or more years into the future. When you are clear about your vision and goals, it is easier to say **“YES!”** wholeheartedly or say **“NO”** with an acceptable reason.



People think and remember in pictures. People don't stay on course for something they cannot see. Leading a vision is like doing a puzzle. You could give out all the puzzle pieces, but if you don't show what the final picture would look like, those you lead won't know how to move forward and connect the pieces together. You need to give people a puzzle piece for their mind and a picture for their heart.

A clear vision answers these fundamental six questions for you and others:



1. What are we trying to achieve? (Goal/Dream)

If your vision doesn't move you, it won't move others. Let your vision be full of emotion. Leaders bridge the gap between the current reality and the way things could or should be in the future.

2. When will we begin it? (Timing)

The right vision at the right time encourages your response to your vision.

3. How are we going to achieve it? (Action)

People need to know how the vision will impact them. People rarely do anything until they see the personal, measurable benefits of taking action.



4. Who can help? (Teamwork)

People generally have one question on their mind. What's in it for me?

Engage people's hearts by giving them a reason to care about your vision through their goals. Enlist people who can think and see beyond themselves; people who will compliment your vision, not compete with it.

5. How can I contribute best? (Strengths)

Remember your best contributions will be in the area of your strength.

6. Who will benefit from it? (Adding value)

A vision that doesn't benefit others isn't a vision of a leader. Your vision should speak to people's needs and solve people's problems.

REFLECTION:

Look at the six questions. Which are you best at sharing?

Which is the most challenging to share?



2. Communicate it.

You are today where your conversations have brought you. You will be tomorrow where your conversations take you. Visionary leaders create visions of what could be. They invent a future for others, creating destinations where no one else has gone before.

However, visions of the future are only images until you see them yourself. A vision gains traction when it's talked out. The greatest conversation you will

have is the one with yourself. Your brain needs to hear yourself speak. Why? You are more likely to act upon your own voice than any others. Clearly communicating your vision to yourself is an active step. Why? You're reminding yourself regularly what the vision is, so that when you are walking in it, when you're executing your dream, you're clear that you're still going in the right direction.

Speaking your vision to yourself gives you the confidence to share it with others in a way that compels them to act and that is the secret to a successful leadership vision. What makes a vision contagious to others?

One that is off the wall? Off the paper? Off the refrigerator? One being communicated regularly and lived out continually by you.

3. Commit to it.

Which one are you? A vision caster just talks about the vision. A vision carrier is committed to it! A defining characteristic of a leader is that they know where they want to go, they have a plan to get there, and they are committed to it. Have you ever tried living out something you weren't fully committed to? Without committing, you rarely achieve anything. When you think about it, everything you ever achieved sprouted from a commitment you made. A good grade on a test was a result of committing to studying. A position on a sports team was a result of committing to practice. A driver's license was a result of a commitment to driver's classes and passing a driver's test.



To commit is not simply about making commitments. It's about keeping those commitments in the face of foreseen and unforeseen hurdles. The difference between those who succeed and those who do not is their level of commitment.

Do you know why people quit on their vision? There are 3 major reasons:

- Perfectionism
- Lack of faith
- History of failed commitments

All three are bound to each other. The more you fail, the less committed you become. If you're less committed, you have less faith. If you don't have faith in what you're doing, every non-perfect condition can break your resolution. It's that simple. The only guarantee you can give as a leader is your commitment.

**SHARE WITH YOUR GROUP:**

Of the three reasons people quit their vision, which is most true for you?
As a group, discuss ways to overcome these common challenges.

**4. Challenge it.**

There will be challenges along your vision journey. Undoubtedly, there will be people fighting against your vision. You have to have the courage to stand behind your convictions. You have to stay the path, no matter what comes your way. No matter how persuasive you are, be prepared to encounter resistance. Why? You are calling for change, and no matter how positive the change may be, it can be uncomfortable and even frightening. But it's your job as a leader to lead through that.

Most people have a tendency to shrink their lives to match what they think is possible. Not leaders! They understand that the impossible only became possible because it was challenged.

One of the most valuable benefits of vision is that it acts like a magnet. It attracts, challenges, and unites people. The greater the vision, the more winners it has the potential to attract. The more challenging the vision, the harder you and the participants will fight to achieve it.

5. Champion it.

A champion is someone who does not settle for that day's practice, that day's competition, that day's performance. They are always striving to be better. They don't live in the past; they look to the future. Be someone who looks for progress and looks for wins. And be your own biggest vision promoter!

What happens when you champion your vision?

You stand taller and are more confident.

You admire and respect yourself.

You see a sparkle in your eyes that says, “I made this happen!”

You’re proud of who you are and how you are influencing those around you.

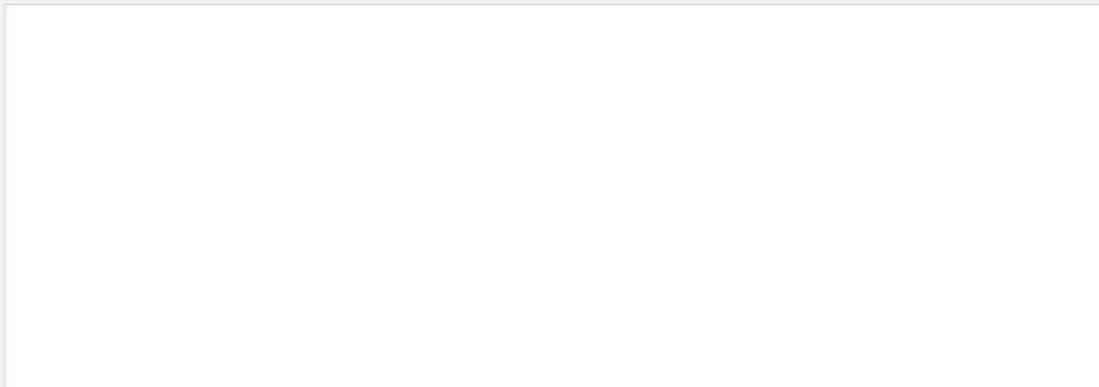
Your energy is vital and vibrant, and you feel alive.

The Vision Quest of Christopher Columbus

Few leaders had a more audacious vision than Christopher Columbus. He challenged prevailing thinking that the world was flat. Ships would not sail far in fear of falling off the world. Therefore, their world was small. Christopher Columbus believed that the world was round and had a vision of sailing further than anyone before him. When he set sail westward into the Atlantic Ocean, the flag of Spain under which he traveled bore the motto “Ne Plus Ultra,” meaning “Nothing Farther.” Those words traditionally described Spain’s Straits of Gibraltar. But after Columbus’s journeys and his discovery of the New World, Charles V of Spain changed the nation’s motto to “Plus Ultra”, meaning “Farther Beyond” or “Something More.” The entire western world changed and mobilized its resources because people’s vision of the world changed.

SHARE WITH YOUR GROUP:

Review what you have underlined. Share with the group what stands out as most important to you.





“Good leaders create a vision, articulate the vision, passionately own the vision, and relentlessly drive it to completion.”

JACK WELCH

If you haven't found your vision yet, don't give up. Keep looking. You will know it when you find it. And when you do, nurture it, embrace it, own it, and paint a compelling picture of it to others.



TAKE ACTION:

Give the gift of vision to yourself, share it with others, and ask some to participate in it with you.



"A vision is a picture of tomorrow
that gives us passion for today."

JOHN C. MAXWELL

**EVALUATE YOURSELF ON HOW WELL YOU SEE A BETTER TOMORROW SO THAT YOU CAN SHARE IT WITH OTHERS
ON A SCALE FROM 1 TO 5: Select your answer. (1 is weak, 5 is strong)**

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

Why did you give yourself this rating?



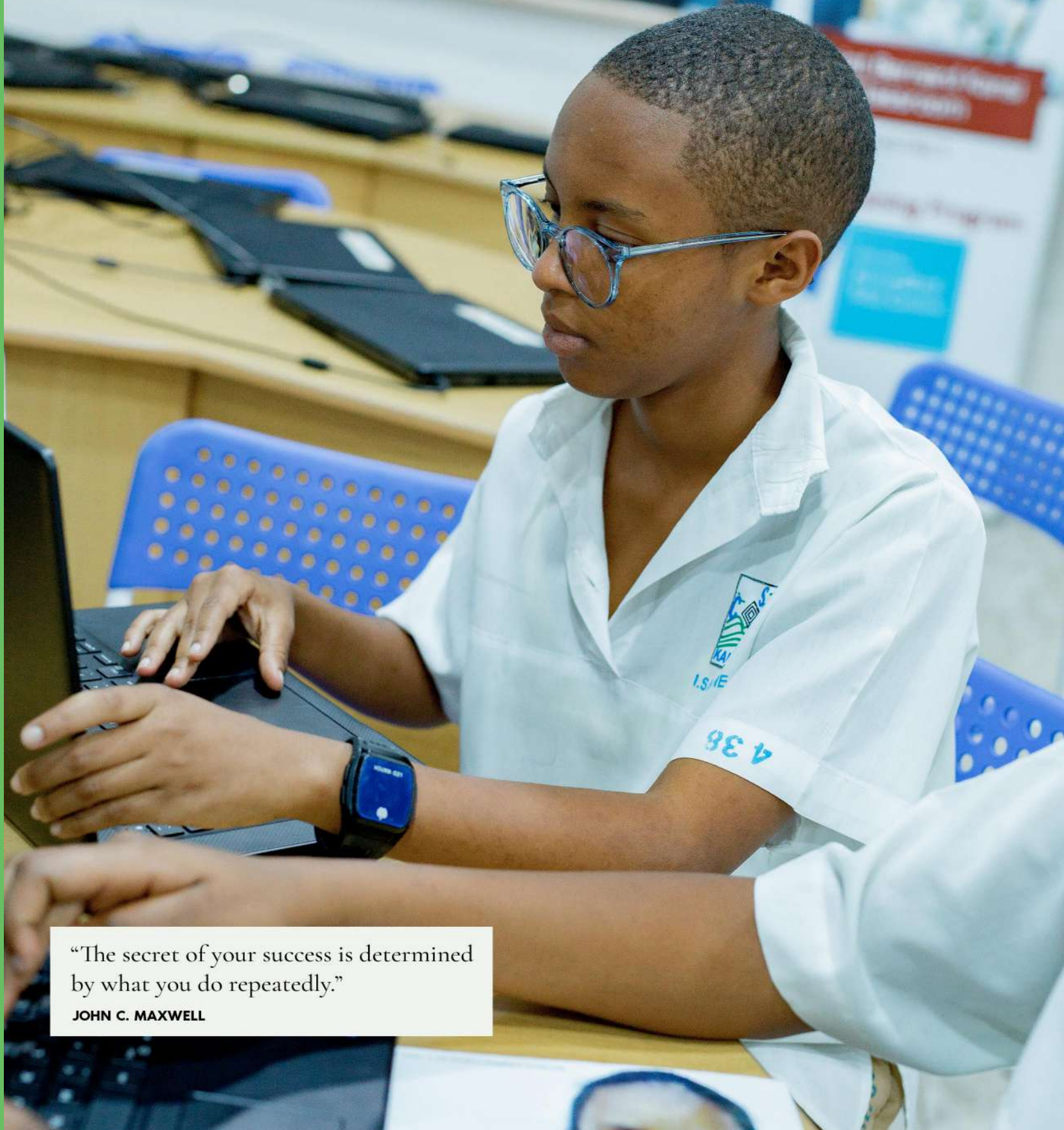
ACTION STEP:

What specific action can you take immediately that will improve your rating?



Lesson 14

The Preparation of Leadership – Practice



“The secret of your success is determined by what you do repeatedly.”

JOHN C. MAXWELL

LEGEND:

Use the prompts throughout the lesson to guide you.



First person
read aloud.



Next person
read aloud.



Underline what's
important to you.



Share with
others.



Take
action.

HOW YOU CAN MAKE THIS LESSON EFFECTIVE FOR YOU AND OTHERS:

1. Form groups of 6 to 8 people within the classroom.
2. Respect and value each person in the group.
Encourage yourself and others as you share.
3. Take turns reading each section of the material out loud.
4. Discuss openly. As you read, underline what is important to you.
5. Evaluate yourself. Review. Reflect. Apply. Have fun!

THE GOAL OF THIS LESSON:

**To understand the importance
of practicing leadership.**



01

Purposeful Practice



In his book, *Bounce*, Matthew Syed wrote about the power of practice. He wrote about a study performed. They studied violinists at the Music Academy of West Berlin. They divided the boys and girls into three groups based on their potential level of ability:

- Students capable of careers as international star soloists
- Students capable of careers in the world's best orchestras
- Students capable of careers teaching music



What was discovered was that biographies of the students in all three groups were remarkably similar. Most began practice at age eight, decided to become musicians right before they turned fifteen, had studied under about four teachers, and had on average studied 1.8 other instruments in addition to the violin. There was no remarkable difference in talent between them when they started. SO WHAT WAS THE DIFFERENCE? PRACTICE TIME! By age twenty, the bottom group had practiced four thousand fewer hours than the middle group, and the middle group had practiced two thousand fewer hours than the top group, which had practiced a minimum of ten thousand hours. “There were no exceptions to this pattern,” said Syed of their findings. “Purposeful practice was the only factor distinguishing the best from the rest.”²



SHARE WITH YOUR GROUP:

Take three minutes to discuss what might inspire these young violinists to spend so much time practicing. Your “why” matters!

Practicing Leadership

The only way for you to learn leadership is to lead. Lead is an action verb. To get better at leadership, you have to practice it in everything you do. Everybody has to start somewhere. That's why you rotate who facilitates your group each week. Each time you lead, you get better. Each one of you gets the opportunity to practice leadership!



SHARE WITH YOUR GROUP:

Besides participating in this group, try and think of at least two other ways you can practice your leadership and share them with the group.



Overnight success is a myth

One of the most common obstacles in becoming successful is the wish for overnight success. Such wishes will make you impatient, short-sighted, and uncommitted.

There is a lot of truth to the "success is an iceberg" statement. The tip of the iceberg, which rises out of the water, is the part that people see. But, underneath is an invisible huge mass of ice that had to be built in order for the tip to rise up to be seen. The part that we rarely see are the hours of practice, failure, criticism, rejection and sacrifice below the surface that created the conditions for the iceberg to rise above the water.

"Practice isn't the thing you do once you're good," says Malcolm Gladwell, "It's the thing you do that makes you good."²

Few of us achieve anything worthwhile on our first go. The sooner you understand this, the sooner you will adapt to making practice worth your while. Purposeful leadership practice will be your greatest preparation for your future.



**SHARE WITH YOUR GROUP:**

Review what you have underlined and share with the group what stands out as most important to you.

**How do you become an “overnight success”?**

- You work repeatedly hard.
- You show up every day. You do the work.
- You try new things.
- You fail.
- You improve.
- You grow.
- You face countless challenges and rejections.
- You doubt yourself.
- You want to quit, but you don't.
- And you do it all over again, and again and again.

TAKE ACTION:



In one of the group share activities, you identified two opportunities you have to practice leadership. Will you commit to taking at least one opportunity to practice leadership this week?

Write your action step below:

Practice the Cycle of Success



Practice requires action. It is the act of repetition that separates the good from the great.



*“Dare to dream, please do.
For the dreamers are many,
but the doers are few.”¹*

BRAD MONTAGUE

Some of the best leaders are not only the ones who put in the hours, they are the ones who consistently practice *well*. How do you get the most out of your practice hours? Through a deliberate, active, and thoughtful process of testing, failing, learning, improving, and re-entering.

1. Test

While some may be crippled by worry, fear, or anxiety, good leaders take action in spite of those things. They never wait for the “perfect moment” to act. Leaders understand that it is the job that is never started that takes the longest to finish. T. Boone Pickens reminds leaders of how important it is to put things into motion when he says, “Sometimes the window of opportunity is open only briefly. Waiting is not a decision although many people think it is. Be willing to make decisions. That’s the most important quality in a good leader.”² Don’t fall victim to the ready-aim-aim-aim-aim syndrome. You must be willing to fire! And continue to fire.



All doors to opportunity begin with a willingness to try new things, to take more risks, to change what isn’t working, and to become better than you were in the past. When you begin something new, you gain the greatest strides by asking for feedback from others. Why? Practicing in a vacuum can leave you at the mercy of your own perception of your leadership abilities. This can be misleading due to inexperience and insecurities. Seeking the feedback of other people who are also learning and practicing leadership is most helpful. When you gain feedback from others, you’re able to see your performance, strengths and weaknesses more clearly.



A testing mindset allows you to try different approaches. If you are playing tennis, you might be afraid to try a new technique for fear it may backfire. But, the new technique becomes less risky when you have practiced it over and over.

By being willing to try a new approach. You will make progress. After all, if you never test anything new, how will you get better at anything, including leadership?

2. Fail



Leaders see failure as a constant companion to success. Progress always means entering uncharted territory. It means putting yourself out there to be scrutinized and criticized. It means exposing yourself to new pressures and demands. It's only human to wonder if you're up to the challenge. A small, anxious part of you would probably rather not take the risk. That part is what keeps many would-be leaders from taking action and becoming productive and effective.

Know this, the price of success is failure. As someone said, rockets blowing up on the launchpad is why we have footprints on the moon, and blown circuits are why the world is illuminated with electricity. If we want success, we need to embrace failure.

The struggles we experience make the successes we achieve worthwhile. Without failure, how would we be able to appreciate our progress?

3. Learn



An important benefit of having the right attitude as a leader comes after testing and failing. That's when you have the greatest opportunity to learn.

“A mistake is only a failure if you don't learn from it.”³

ROLAND NIEDNAGEL

Not all leaders embrace this truth. People do one of these three things when they fail:

1. They promise not to make a mistake again...that's foolish.
2. They allow their mistakes to make cowards of them... that's fatal.
3. They develop the security to learn from their mistakes...that's fruitful!

All highly successful leaders are learners. And you know what? It doesn't take talent to learn. It doesn't take experience. It takes the right attitude. If you see failure as normal and experience learning from it as positive, you will take risks.

You will move out into uncharted territory. You can face loss, but not be ruined by it. With the right attitude of failure you have the potential to achieve almost anything as a leader.

Your best shot at learning is to personally reflect on your leadership. Taking time to reflect on what you did, why you did it, what you would do again, and what you should adjust is the best process for you as a young leader. Reflection, with a good attitude, will provide your best learning experience.

SHARE WITH YOUR GROUP:

Can you think of a time when you tried something new and you were not sure if it would be successful or not?

How did it turn out?

What did you learn from it?





4. Improve

What's the greatest value of learning? Improving! Success often asks the question "What am I getting?" Improvement always asks, "What am I becoming?" Improvement through growth is the only guarantee that tomorrow will be better. The picture of someone who improves looks different from that of other people.

Heidi Grant Halvorson explains the difference between those who desire to improve, and those who desire to prove to others that they've got it all together. She says, "People approach any task with one of two mindsets: what I call the 'Be-Good' mindset, where your focus is on proving that you have a lot of ability and already know what you're doing, and the 'Get-Better' mindset, where your focus is on developing ability."⁴ You can think of it as the difference between wanting to prove that you are smart, and wanting to get smarter.



The problem with the "Be-Good" mindset is that it tends to cause problems when you are faced with something unfamiliar or difficult. You start worrying about making mistakes because mistakes mean that you lack ability, and this creates a lot of anxiety and frustration.

The "Get-Better" mindset, on the other hand, is practically bullet-proof. When you think about what you are doing in terms of learning and mastering, accepting that you may make some mistakes along the way, you stay motivated despite the setbacks that might occur.



5. Re-Enter

Life is short and time is your most valuable asset. If you're going to practice, you might as well do it right and practice the cycle of success. As you continue practicing you will go on leading...BETTER!

SHARE WITH YOUR GROUP:

Review what you have underlined and share with the group what stands out as most important to you.



TAKE ACTION:

Look for an opportunity this week to put the cycle of success to work in your life. It might be evaluating the way you currently do something that could be improved, or it might be trying something new, or is it time to relaunch something that failed but you know you can do better? You got this!



“The secret of your success is determined
by what you do repeatedly.”

JOHN C. MAXWELL

EVALUATE YOURSELF ON HOW WELL YOU UNDERSTAND THE IMPORTANCE OF PRACTICING LEADERSHIP
ON A SCALE FROM 1 TO 5: Select your answer. (1 is weak, 5 is strong)

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

Why did you give yourself this rating?



ACTION STEP:

What specific action can you take immediately that will improve your rating?



Lesson 15

The Goal of Leadership – Making a Difference



“Potential leaders don't start out to be a leader. They start out to make a difference. That's what makes them a leader.”

JOHN C. MAXWELL

LEGEND:

Use the prompts throughout the lesson to guide you.



First person
read aloud.



Next person
read aloud.



Underline what's
important to you.



Share with
others.



Take
action.

HOW YOU CAN MAKE THIS LESSON EFFECTIVE FOR YOU AND OTHERS:

1. Form groups of 6 to 8 people within the classroom.
2. Respect and value each person in the group.
Encourage yourself and others as you share.
3. Take turns reading each section of the material out loud.
4. Discuss openly. As you read, underline what is important to you.
5. Evaluate yourself. Review. Reflect. Apply. Have fun!

THE GOAL OF THIS LESSON:

Become a leader who desires to make a difference.



O1

Do For One...



Real change has and always will start with an individual. An individual who dares to dream of a different world influences people to join him on the quest to get there and takes action accordingly. Easier said than done, but it doesn't have to be grandiose. The journey simply has to start with the intention to make a difference, even if it is just for *one person*.



People who make a difference...

1. Begin with caring – “*I want to make a difference.*”

Does making a difference seem intimidating to you? Out of reach? Here is good news! It begins with caring.

“Too often we underestimate the power of a touch, a smile, a kind word, a listening ear, an honest compliment, or the smallest act of caring, all of which have the potential to turn a life around.”¹

LEO BUSCAGLIA

If you care, you have the potential to change your world! If we sit back and watch the world suffer and do nothing about it, then we are the ones contributing to the suffering. We need to act with love and compassion if we are to truly make a difference in the world, *one person at a time*. You can start where you are and with what you have. Remember, every decision and indecision you make, initiates a rippling effect to the world.



2. Stand up for a cause – “*Doing something that makes a difference.*”

Making a difference becomes more defined as you try to make a difference. You begin to understand what it is you need to do. You connect with a cause that is from the heart. And, you begin to take action. You begin *doing* things that make a difference. Most of the time, those things are small, and that's okay. Embrace the wisdom that says, “Do not despise these small beginnings.” Small actions, made consistently, lead to big changes.

People with *good intentions* want to add value to others but find reasons not to do it. People with *good actions* want to add value to others and find ways to do it.



People with *good intentions* can be passive, inconsistent, and disappointing. People with *good actions* are deliberate, consistent, and willful.

Good actions represent the dividing line between wanting to make a difference and making a difference. Bill Austin said, “We can’t change everything, but we can change something.”² The question to ask is, “What can I change?” What can you do exceptionally well? What’s your A-game? What do you like to do that makes a positive impact? That’s what you should be focusing on.

As you read those questions, what came to mind? Do you know where your focus should be? If so, good for you, and for those whom you will make a difference for! If not, don't be discouraged. Keep searching.

Your best contribution will be based on:

- Your Gifts
- Your Past Successes
- Your Passions
- Your Opportunities

SHARE WITH YOUR GROUP:

Take some time to write down what these are. If you have difficulty identifying them, ask others who know you well to share their observations. Take a few minutes to try to figure out how they might work together.





Why is this important? There are several reasons. First, what you focus on expands. Second, what you focus on shapes how you view yourself; it impacts your future. Finally, you will never be what you ought to be until you are doing what you ought to be doing.



SHARE WITH YOUR GROUP:

Review what you have underlined. Share with the group what stands out as most important to you.

TAKE ACTION:



Think about something you can do this week to make a difference and make the choice to take action. This is your opportunity to move from intention to action. What will you do to make a difference in someone's life this week?

Write your action step below:

The Difference Maker Mindset



When it comes to your influence on the world, you're either a part of the cure or a part of the disease. Imagine you are in a canoe rowing upstream. When you positively contribute, you paddle forward. When you negatively contribute, you paddle backward. When you don't contribute at all, that's the equivalent of not paddling at all, which will cause you to drift downstream. So, unless you are taking positive action, it's important to remember that you may be choosing inaction. And that may be just as bad as doing wrong. The difference maker's mindset says, "I must act."

"Each of us feels some aspect of the world's suffering acutely. And we must pay attention. We must act. This little corner of the world is ours to transform. This little corner of the world is ours to save."¹

STEPHEN COPE

SHARE WITH YOUR GROUP:

Is there a cause that compels you to action? If so, what is it?





3. Inspire others to come together – *“With people who want to make a difference.”*

As you work to make a difference and see change beginning to occur, you will begin to change yourself. How does this happen? Positive change can lead you to new beginnings. Your hopes begin to be realized. Your efforts begin to be rewarded. Your heart begins to be fulfilled. And your work will begin to be recognized by others.

At this point, you can become a “make a difference magnet”. You will attract others. You will be positively contagious to others who want to make a difference, even if they don’t know how to do it. But now they have an example, YOU! Because as Paulo Coelho said, “The world is changed by your example not by your opinion.”²



Seeing you make a difference makes others want to join you. The result? Coming together for a common cause becomes a difference multiplier. Your efforts expand. This is when being a difference maker starts to become really exciting.

Start by gathering friends and family. Why? You already have influence with them, and you’re certainly already like-minded, at least in some areas.

Here’s how you can go about gathering them:



Share Your Passion

The most important thing you can do is speak from your heart about the change you want to make, and what you want to do to try to create it. Let people know how important it is to you and why. Passion is contagious with like-minded people. Use it to paint the vision.

Ask What They Think

Once you have shared your passion, don’t try to sell them on your cause. Instead, ask them what they think, and really listen. Try to gauge whether they connect with your idea.



Invite Them to Improve Your Ideas

Invite them to give you their ideas. They may be able to improve your ideas or offer even better ones. Ask for their input, it will increase buy in. If people are on the fence, having them contribute ideas just might draw them in and increase their connection to you and the cause. When people contribute ideas, your dream becomes their dream.

REFLECTION:

List three people who might be interested in hearing your passion.

**Ask Whether It's Something You Can Do Together**

Ask if they would be willing to join you in making a difference. People who make a difference also influence others to think, speak, and act in such a way that makes a positive difference in their lives and the lives of others. Gladly welcome the willing onto your team and allow the uncommitted to go their own way.



"In a world full of fear, be courageous. In a world full of lies, be honest. In a world where few care, be compassionate. In a world full of phonies, be yourself. Because the world sees you. The world hopes for you. The world is inspired by you. The world can be better because of you."³ - Doe Zantamata

4. Step forward with urgency – *"At a time when it makes a difference."*

The phrase, "strike while the iron is hot" comes from the blacksmithing trade. Metalworkers understand that timing is crucial if they want to successfully manipulate metal. There is a very short window of a few seconds when the steel's temperature is just right. The smith must strike quickly because the metal doesn't stay at the perfect temperature for very long.



Similarly, change won't occur unless you step forward and start taking action. If you lose the sense of urgency, your cause can become like cold steel. It won't move and change grinds to a halt. So, you need to seize whatever opportunities you have now, where you are, and make the most of them. Initiative on fire accomplishes more than knowledge on ice.



SHARE WITH YOUR GROUP:

Review what you have underlined. Share with the group what stands out as most important to you.



“How wonderful it is that nobody need wait a single moment before starting to improve the world.”

ANNE FRANK

The greatest threat to our planet is the belief that someone else will fix it. You may still be thinking, “But what can I do? I’m only one,” said 7 billion people! Never doubt the power of one: one action, one choice, one person influencing another. One can change the world, and it’s the only thing that ever has.

TAKE ACTION:



Earlier in the lesson, you identified three people who might be interested in hearing how you want to make a difference. Be intentional, and share your passion with at least one of them this week.

“Potential leaders don't start out to be a leader.
They start out to make a difference.
That's what makes them a leader.”

JOHN C. MAXWELL

**EVALUATE YOURSELF ON HOW WELL YOU BECOME A LEADER WHO DESIRES TO MAKE A DIFFERENCE
ON A SCALE FROM 1 TO 5: Select your answer. (1 is weak, 5 is strong)**

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

Why did you give yourself this rating?



ACTION STEP:

What specific action can you take immediately that will improve your rating?



Lesson 16

The Message of Leadership – Hope

*“The leader who gives the most hope
has the greatest influence.”*

JOHN C. MAXWELL

LEGEND:

Use the prompts throughout the lesson to guide you.



First person
read aloud.



Next person
read aloud.



Underline what's
important to you.



Share with
others.



Take
action.

HOW YOU CAN MAKE THIS LESSON EFFECTIVE FOR YOU AND OTHERS:

1. Form groups of 6 to 8 people within the classroom.
2. Respect and value each person in the group.
Encourage yourself and others as you share.
3. Take turns reading each section of the material out loud.
4. Discuss openly. As you read, underline what is important to you.
5. Evaluate yourself. Review. Reflect. Apply. Have fun!

THE GOAL OF THIS LESSON:

**To understand that giving hope is
essential for good leadership.**



01

Hope Floats!



There once was an experiment performed with laboratory rats to measure their motivation to live under different circumstances. Scientists dropped a rat into a jar of water that had been placed in total darkness, and they timed how long the animal would continue swimming before it gave up and allowed itself to drown. They found that the rat usually lasted a little more than three minutes. Then, they dropped another rat into the same kind of jar, but instead of placing it in total darkness, they allowed a ray of light to shine into it. Under those circumstances, the rat kept swimming for thirty-six hours. That's more than seven hundred times longer than the one in the dark! Why? Because the rat could see, it continued to have hope.



If that is true of laboratory animals, think of how strong the effect would be on humans, who are capable of higher reasoning. It's been said that a person can live forty days without food, four days without water, four minutes without air, but only four seconds without hope. Imagine how different things could be if we just gave hope a chance to float!

What is hope?

So, what is the reality of hope? Many people have misunderstood this word, believing that it denotes wishful thinking. Nothing could be further from the truth!

“Hope is not a strategy, but it does provide buoyancy.”

ERIN MILLER

Hope is what keeps people afloat in times of trouble, trials and tribulations, or suffering. When all seems overwhelming and is crashing down around us, we still can have hope. Sometimes hope is the only thing that keeps you going, and keeps your head above the water, so to speak. Hope can keep you spiritually alive during dark times of adversity. It can brighten your path and make you more attractive to others.



One of the most important distinctions learned from Jewish history is the difference between optimism and hope. “Optimism is the belief that things will get better. Hope is the faith that, together, we can make things better. Optimism is a passive virtue. Hope is an active virtue. It takes no courage to be an optimist, but it takes a great deal of courage to have hope.”¹

— Jonathan Sacks

Notice the contrast between people with low hope and people with high hope:



Low-Hope

Focus on Symptoms

Avoid

Feed Fear

Get Tired

Drop Out

Give Up

High-Hope

Focus on Solutions

Engage

Feed Faith

Get Inspired

Dive In

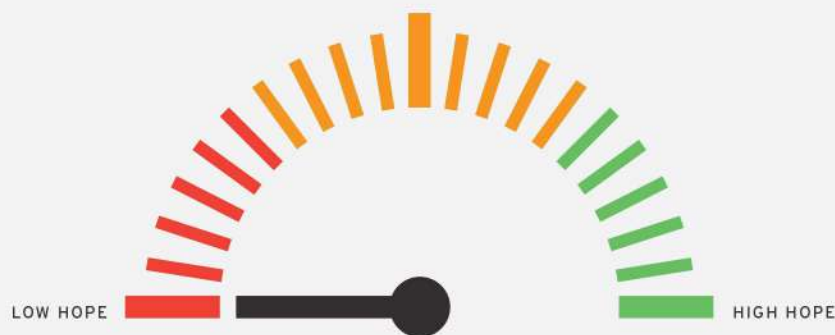
Get Going

Hope is not just an idea. Hope is not simply an emotion. It is far more than a feeling. It is not a wish or even an expectation. “Hope is about goals, willpower, and pathways. A person with high hope has goals, the motivation to pursue them, and the determination to overcome obstacles and find pathways to achieve them,”² says Chan Hellman.



SHARE WITH YOUR GROUP:

How full is your hope tank? Are you a low hope or a high hope person?



Have hope for yourself

Most people don't have faith in themselves. They have trouble believing in themselves and often see difficulties in every possibility. The reality is that difficulties seldom defeat people, but lack of faith in themselves usually will. With a little hope in yourself, you can do miraculous things for others. Leaders are like the “Man on a Pedestal.”





Man On A Pedestal

There is a man on a pedestal, I put him there.
He stands tall and gentle, up high in the air.
He's strong and wise and he's easy to see,
The man on the pedestal is someone I wish I could be.

There is a man on a pedestal, I put him there.
I stare up, I lean in, I yearn for what he shares.
He teaches change and I hope he doesn't stop.
I sit at his feet to catch the crumbs he drops.



The man on the pedestal says to me with a frown,
"Help me please, you really must take me down.
I can't stay here, I am going to fall,
I'm only human and this pedestal is too tall."

But I can't take him down, I placed him too high.
And I know in my heart, it's pointless to try.
He kneels down and puts his hand on my head.
Then he opens my heart with the words that he says.



"You are worthy. You are precious.
You must know it's true.
You're a treasure. You are special.
There is greatness in you.
Bring me a mirror, let me hold it and face it your way,
So that I may reflect your magic, your beauty, the things that you say."

The man on the pedestal says with a frown,
"Help me please, you really must take me down."
But I can't, and it's easy to see
The man on the pedestal seems to believe in me.



There is a man on a pedestal, I put him there.
I could listen forever at the wisdom he shares.
I'm not worthy to be listening, but I stay anyway
He's feeding my soul and I need this today.

The man on the pedestal is teaching me.
His mirror is reflecting his belief over me.
I am cleansed of the fear that had made my light go dim.
I am free, I am free, when it finally sinks in.

I am worthy. I am precious. I begin to see.
I am a treasure. I am special. There is greatness in me.
I believe, I believe in the person he sees.
I believe, I believe in who I can be.



The man on the pedestal returned to the ground.
Smiling happily hearing my hopeful sounds.
He simply loaned his belief in me.
Until I could claim for myself what he could see.

It became clear and so obvious to see,
That the mirror he held was no longer for me.
There were hundreds of people whose lights had gone dim.
So, I turned and spoke these words over them.



You are worthy. You are precious. I see it too.
You're a treasure. You are special.
There is greatness in you.
— Erin Miller

SHARE WITH YOUR GROUP:

How does the Man On The Pedestal give hope to others?

A large, empty rectangular box with a thin black border, intended for students to write their responses to the group sharing question.



TAKE ACTION:

Choose one of the high hope characteristics from the chart above and find ways to embrace it this week. Which characteristic will you embrace?

Write your action step below:

Hope Floats! (Continued)



Hope for others.

When you have hope in others, you give them an incredible gift. Give others money, and it's soon spent. Give resources, and they may not use it to their best advantage. Give help, and people will often find themselves back where they started in a short period of time. But give them your hope, and they become energized and self-reliant. They become motivated to acquire what they need to succeed on their own. And then later if you share money, resources, and help, they're more able to use them to build a better future. Become a "hope helper" for others and watch even the most tentative and inexperienced people bloom right before your eyes.

Have hope for the future.

Dale Carnegie said, "Most of the things in the world have been accomplished by people who have kept on trying when there seemed to be no hope at all."¹



Compare your life to taking a road trip. There will be times when the trip won't go as planned. You might get a flat tire. You may have a mechanical problem that requires immediate repair. When that happens, it doesn't mean the journey is over, only that you may need to find other ways to get to your destination. Life functions the same. Unpleasant events will arise, and when they do, it's not a sign your life is not unfolding as it should. It is simply a challenge for you to hope that your future will get better.

"Hopeful people shine in negative situations."

SHANE LOPEZ



"Let others lead small lives, but not you. Let others argue over small things, but not you. Let others cry over small hurts, but not you. Let others leave their future in someone else's hands, but not you."³ — Jim Rohn

Good leaders keep hope alive in others, and they have a deep faith in the future. Growing leaders intentionally work to raise their level of hopeful thinking. And when they do, they also raise their leadership understanding. They recognize that hope without hardship brings no tenacity. And hardship without hope depletes their energy.



You can be a leader of hope! You can become someone who possesses a healthy amount of positive discontent, believes the world can change, and know you can be an important part of that change. Your life will unfold according to your choices. The more informed and prepared you are, the better the outcome of your life. Why? Because you will be leading it.

Almost every successful leader begins with these two beliefs:

1. The future can be better than the present.
2. I have the power to make it so!

You are the hope for the future.

Believe in tomorrow and be a part of it!

“Hope is the belief that your future can be brighter and better than your past and that you actually have a role to play in making it better.”

CHAN HELLMAN



SHARE WITH YOUR GROUP:

Review what you have underlined and share with the group what stands out as most important to you.

*“The leader who gives the most hope
has the greatest influence.”*

JOHN C. MAXWELL

**EVALUATE YOURSELF ON HOW WELL YOU UNDERSTAND THAT GIVING HOPE IS ESSENTIAL FOR GOOD LEADERSHIP
ON A SCALE FROM 1 TO 5: Select your answer. (1 is weak, 5 is strong)**

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

Why did you give yourself this rating?



ACTION STEP:

What specific action can you take immediately that will improve your rating?



A personal note from John C. Maxwell

Leaders are dealers of hope. Remember what John Quincy Adams said, “If your actions inspire others to dream more, learn more, do more and become more, you are a leader.”

Each choice you face represents the universe inviting you to remember who you are, and what you want for your future. Choose wisely. Step firmly. Live hopefully and lead boldly.

It is my hope that when you look back on your life, you will realize that every leadership experience was essential to shape your character into the leader you are today. I am cheering you on!

Your Friend,

A handwritten signature in black ink that reads "John C. Maxwell". The signature is written in a cursive, flowing style.

John



John C. Maxwell, a #1 New York Times bestselling author, coach, and speaker, was identified as the #1 leader in business by the AMA and the world's most influential leadership expert by Inc. in 2014. His organizations — The John Maxwell Company, The John Maxwell Team, EQUIP, and the John Maxwell Leadership Foundation — have trained millions of leaders touching every nation.

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