



# EFFECTIVE PERSONAL LEADERSHIP® Program Outline

## INTRODUCTION / KICKOFF

- The Total Leader® Concept and Personal Productivity
- Understanding What Personal Leadership Means
- Personal Leadership versus Formal Leadership
- How to Develop Personal Leadership
- Developing Personal Leadership through Goals
- Starting the Goal-Setting Process

## ONE: YOUR POTENTIAL FOR PERSONAL LEADERSHIP

- Believe in Your Full Potential
- Discovering Your Untapped Potential
- Your Opportunity for Leadership Growth
- Personal Leadership Requires Courage
- Focusing on Your Strengths
- The Rewards of Leadership
- The Internal nature of Personal Leadership

## TWO: SELF-KNOWLEDGE --- THE SOURCE OF PERSONAL LEADERSHIP

- Self-Knowledge and Emotional Intelligence
- Leading with Emotional Intelligence
- Understanding Our Past
- Breaking Out of a Conditioned Existence
- Developing a Strong Self-Image
- True Leaders Are Authentic Leaders
- Committing to Authentic Leadership

## THREE: SIX ESSENTIALS OF PERSONAL LEADERSHIP

- Success Essential #1: Personal Responsibility
- Success Essential #2: Purpose
- Success Essential #3: Plan
- Success Essential #4: Passion
- Success Essential #5: Positive Expectancy
- Success Essential #6: Persistence

## FOUR: TAKE PERSONAL RESPONSIBILITY

- Personal Responsibility Equals Freedom
- Personal Responsibility and Self-Motivation
- Recognizing Our Basic Human Needs
- The Disadvantages of Motivation through Fear
- The Limits of Motivation through Incentive
- The Power of Motivation through Attitudes

## FIVE: DISCOVER YOUR PURPOSE

- Singleness of Purpose Requires Commitment
- Discovering Your Life Purpose
- Crystallizing Your Life Purpose
- Establishing Your Priorities
- Creating a Personal Mission Statement
- The Fundamentals of Goal Setting
- Avoiding Distractions on Your Path



## SIX: PLAN YOUR PATH

- Programming Your Goal-Setting Computer
- Committing to Your Goals
- Understanding Different Goals
- Tangible and intangible Goals
- Obstacles to Goals Achievement
- The Power of Target Dates
- Is it Worth it to Me?

## SEVEN: IGNITE YOUR PASSION

- Making Passion a Way of Life
- The Hallmarks of Genuine Passion
- Enthusiasm Reflects Your Passion
- Controlling the Emotional Climate
- How to Build Enthusiasm
- The Benefits of Enthusiasm

## EIGHT: ACT WITH POSITIVE EXPECTANCY

- Positive Expectancy Requires Belief
- How Positive Expectancy Works
- Positive Expectancy Starts with Affirmation
- Positive Expectancy is Magnified with Visualization
- Developing an Attitude and Habits Are Formed
- Changing Current Attitudes and Habits
- The Self-Fulfilling Prophecy

## NINE: FOLLOW THROUGH WITH PERSISTENCE

- Reasons Why People Quit
- Developing Iron-Willed Persistence
- Turning Adversity into Opportunity
- Making Good Decisions Requires Persistence
- Persistence Pays Off!

## TEN: LIVING A BALANCED LIFE

- The Total Person® and Personal Leadership
- Planning Your Time with Priorities in Mind
- Time Is Your Most Valuable Asset
- Taking Responsibility for the Time You Use
- Becoming a Total Person®

## ELEVEN: THE ART OF SUCCESSFUL COMMUNICATION

- Leaders Are Communicators
- The Critical Role of Empathy in Communication
- Learning to Listen with Empathy
- Developing Empathy
- Setting an Example by Relationship Management
- Leadership through Communication



## TWELVE: MULTIPLYING YOUR LEADERSHIP

Leaders Have Integrity and Character

Leaders Are Role Models

Leaders Are Developers of People

Leaders Are Empowerers of People

The Rewards of Empowering Others

Living a Life Filled with Potential

The Leadership Challenge

## PERSONAL PLAN OF ACTION Binder Outline

1. Dreams for My Future
2. Personal Values
3. Total Person Development®
4. Personal Goals
5. Affirmations and Visualization
6. Tracking Progress
7. Personal Accomplishments
8. Dreams for My Business
9. Business Values
10. Business Goals
11. Business Accomplishments