

Bonus Worksheet!

PREVIEW OF THE BOOK THE 10 PRACTICES OF PERSONAL LEADERSHIP

The First Practice: Get Clarity

What do you want?

The first practice of personal leadership is *getting clarity*. In business, “clarity” equates to setting a vision. For leaders, clarity means having the skill to get such a vision quickly, consciously, and confidently again and again as circumstances change and evolve. When you are clear about what you want, you are able to describe it in vivid detail. You know what it will take to get there and how it will feel to arrive.

The Second Practice: Find Focus

Where will you put your attention?

The second practice of personal leadership is *finding focus*. In business, “focus” is often achieved through a strategic plan. For leaders, focus comes from the process of prioritization, giving them the ability to cut through the clutter of a crowded mind.

The Third Practice: Take Action

What do you need to do?

The third practice of personal leadership is *taking action* - not just any action, but action that is targeted and effective. In business, action can be random, disorganized and endless. Leaders must be more clever than that. You must not just organize your actions but *catalyze them* to find the swiftest, most powerful ways to attain multiple goals with ease.

The Fourth Practice: Tap Into Your Brilliance

What's unique about you?

The fourth practice of personal leadership is *seeing your brilliance*. In business, the focus tends to be on weakness. From performance reviews to data analysis, the question always seems to be, “Where are we failing and how do we fix it?” Leaders need to ask a different question: “Where do I excel, and how do I leverage my talents for the best possible results?” Thus you improve not by *changing* who you are, but by becoming *more* of who you are.

The Fifth Practice: Experience Fulfillment

What motivates and inspires you?

Experiencing fulfillment is the fifth practice of personal leadership. In business, fulfillment is often substituted with *rewards*. If you work hard and do well, you will receive such remuneration as a salary, a raise or a bonus. But leaders don't just need to be rewarded, they need to *feel* rewarded with an experience of motivation, contribution, and meaning. When you experience fulfillment, you move from success to significance.

The Sixth Practice: Maximize Time

How can you achieve more with less?

Maximizing time is the sixth practice of personal leadership. In business, we try to accomplish more with time management. But it's not working. Leaders are busier than ever, and it seems to be getting *WOISE*. Like all effective leaders, you need to stop

managing your time long enough to get a handle on what you want to do with that time and learn new ways to maximize the time you've got so you can do more, with less.

The Seventh Practice: Build Your Team

Who can support you?

The seventh practice of personal leadership is *building your team*. In business, leadership involves putting together the right team to complete the work. For leaders, building a team means finding the right people to support their growth. Building a personal support team brings you the insight you need to expand and stretch in new ways - not because you cannot do things for yourself but because you can do more with the help of others..

The Eighth Practice: Keep Learning

What do you need to know?

The eighth practice of personal leadership is to *keep learning*. In business, "learning" often takes the form of workshops and seminars. Leaders need a more customized way to learn - a highly personal, completely self-designed approach to becoming even better than they are today.

The Ninth Practice: See Possibility

What's possible?

The ninth practice of personal leadership is to *see possibility*. In business, despite a push for innovation and creativity, the approach is typically concrete. Specific. Analytical. But leaders have another, more intuitive option. You can learn use creativity, openness and trust to recognize to the possibilities around you.

The Tenth Practice: All...All at Once

How can you have it all?

The tenth practice of personal leadership is called "*all...all at once*." In business, we tend to compartmentalize our work and ourselves, keeping separate the personal and professional parts of our lives. But leaders succeed more when they bring *all* of themselves to their work. It *is* possible for you to have it all...all at once.

Leading on the Edge

What kind of a gift do you want to be?

The practices of personal leadership comprise ten ways leader can learn *who* they want to be and *how* they want to be to access their true potential, whether that means leading a company, leading a team, or leading a life. Now it's time to pass on the gift.