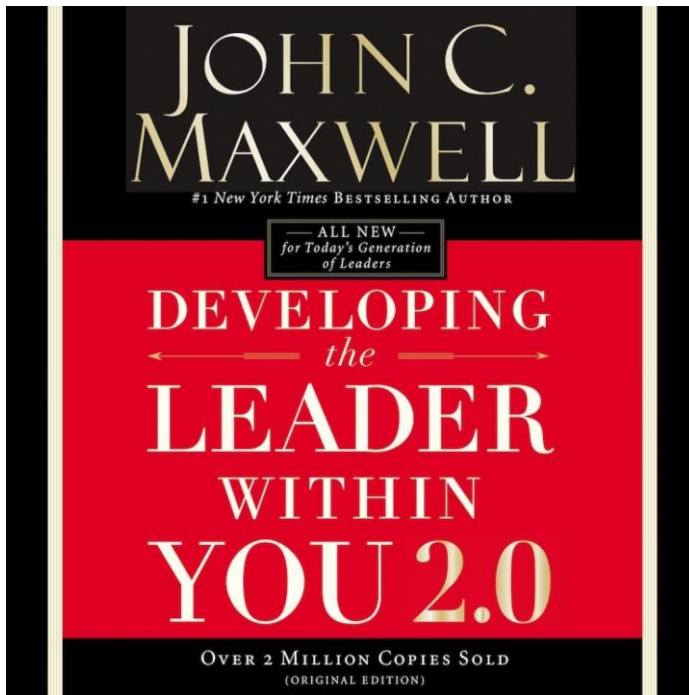


# Developing the Leader Within You- 2.0 Workbook



By John C. Maxwell

Presented by Kenzy Green

# About the Author: John C. Maxwell



- American author, speaker, and pastor
- Author of many books primarily pertaining to leadership
- Founded a nonprofit organization that has trained over 5 million leaders in over 180 countries

# Agenda

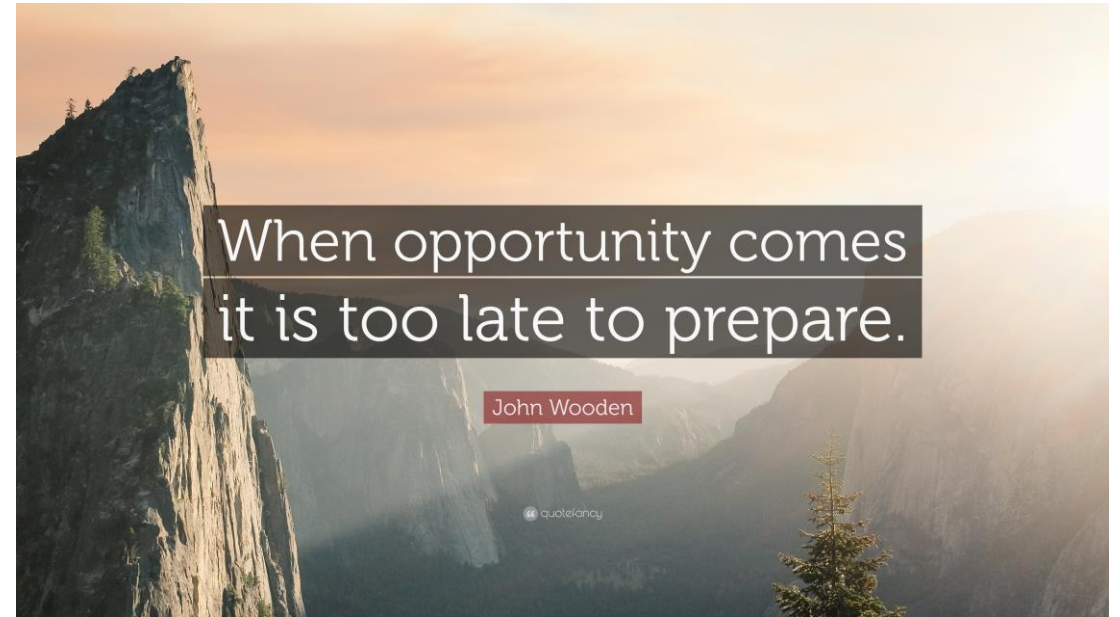
- Lesson 1: The Definition of Leadership - **Influence**
- Lesson 2: The Key to Leadership - **Priorities**
- Lesson 3: The Foundation of Leadership - **Character**
- Lesson 4: The Ultimate Test of Leadership – **Creating Positive Change**
- Lesson 5: The Quickest Way to Gain Leadership – **Problem Solving**
- Lesson 6: The Extra Plus in Leadership - **Attitude**
- Lesson 7: The Heart of Leadership – **Serving People**
- Lesson 8: The Indispensable Quality of Leadership - **Vision**
- Lesson 9: The Price Tag of Leadership – **Self-Discipline**
- Lesson 10: The Expansion of Leadership – **Personal Growth**

Lesson 1:

The Definition of Leadership - **Influence**

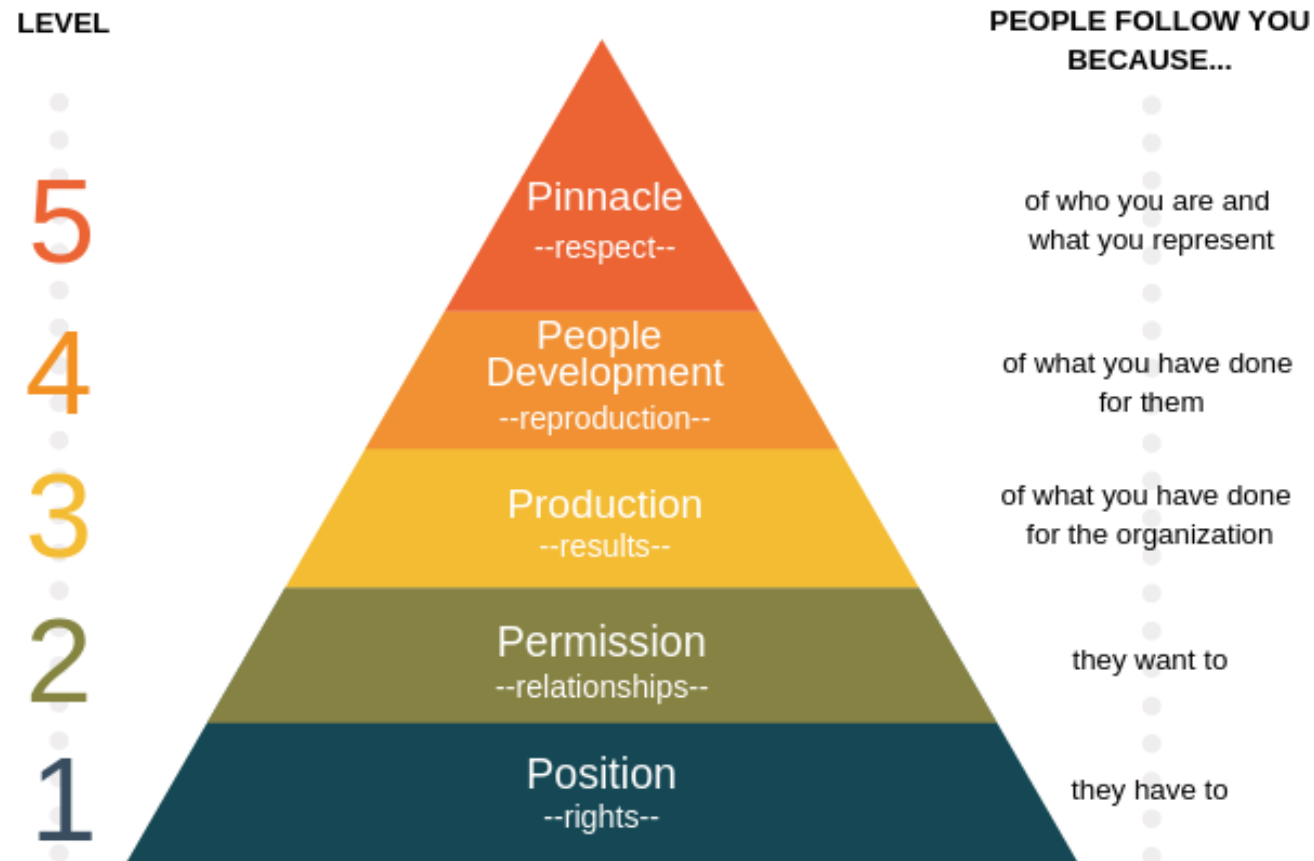
# Influence

- Leadership= influence
- Every day we influence others and are influenced by others
- Our leaders shape our thinking, characteristics, personality, and beings
- Titles and positions do not matter



# 5 Levels of Leadership

## 5 Levels of Leadership (Maxwell)



Lesson 2:

The Key to Leadership - **Priorities**

# Priorities

- Prioritize your time
- “95% of achieving anything is knowing what you want”
- Be proactive
- Success mind-set = think about effectiveness

PRIORITIES

1.

2.

3.





# Prioritize your Priorities

- **High importance/high urgency:** do these first
- **High importance/low urgency:** set deadlines for these and fit them into your daily schedule
- **Low importance/high urgency:** find quick, efficient ways to get these done
- **Low importance/low urgency:** try and eliminate the tasks. If you have to do them, block one hour every week to do some of them, but never schedule these in your prime time.

# Proactive Priority Solutions

- 3 R's:
  - 1- What is REQUIRED of me?
  - 2- What gives me the greatest RETURN? (what are you good at?)
  - 3- What is most REWARDING?
- Make room for margin
- “You can’t maintain your priorities if you fill your life with busyness”



Daily Planner

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Mon Tue Wed Thu Fri Sat Sun

Daily Focus Morning

\_\_\_\_\_

\_\_\_\_\_

Important Tasks

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Day

Lesson 3:

The Foundation of Leadership - **Character**

# Character

- Practice what you preach
- Good character= more trust
- 4 dimensions of character:
  - Authenticity
  - Self-management
  - Humility
  - Courage



Lesson 4:

The Ultimate Test of Leadership - **Creating Positive Change**

# PLAN AHEAD Strategy

- **P**redetermine the change that is needed.
- **L**ay out your steps.
- **A**adjust your priorities.
- **N**otify key people.
  
- **A**llow time for acceptance.
- **H**ead into action.
- **E**xpect problems.
- **A**lways point to the successes.
- **D**aily review your progress.

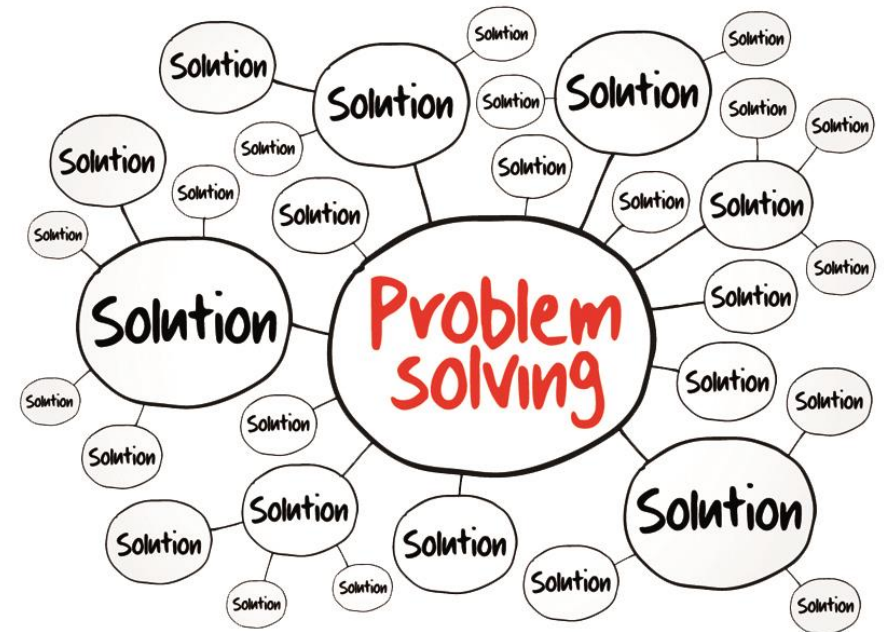


Lesson 5:

The Quickest Way to Gain Leadership – **Problem Solving**

# Problem Solving

- “Problems don’t have to be problems unless you allow them to be.”
- Problems introduce us to ourselves, to others, and to opportunities
- “**The problem promise:** when you handle them well, problems promise to make you better”
- Mindset -> see nothing but possibilities





# Problems Introduce us to Opportunities

- Mindset= problems are new opportunities to learn, grow, and change
- Ask questions to help you solve problems
  - The information question: “Who knows the most about this problem?”
  - The experience question: “Who knows what I need to know?”
  - The challenge question: “Who wants to tackle this problem?”
  - The magnitude question: “Who needs to buy in, and how long will that take?”
  - The trust question: “Have we earned enough trust to make needed changes?”
  - The personal question: “What questions do I need to ask myself?”

# Frame Work

- **Leadership:** How does this problem affect our people?
- **Personnel:** Do we have the right people to help us with this problem?
- **Timing:** Is this the right time for a solution, and do we have enough time for it?
- **Vision:** How does this problem affect where we're trying to go?
- **Priorities:** Are my priorities taking me or the team away from our priorities?
- **Values:** Are my values or my team's being compromised by this problem?

Lesson 6:  
The Extra Plus in Leadership – **Attitude**

# Attitude

- Stay positive, encouraging, and committed
- Believe in your ability to make a difference
- Practice gratitude
- Continue to grow



# Having a Whatever-It-Takes Mindset



- Be willing to fail
- “Get better” mindset

A MISTAKE is only  
a MISTAKE if you  
DON'T LEARN  
from it.

Lesson 7:

The Heart of Leadership – **Serving People**

# Serving People

- “The heart of leadership is based on serving others, not ourselves.”
- See things from other people’s perspectives
- Your success= how much value you add to others



# Questions to Help you Better Serve



- What can I do for people to help them succeed?
- What do people need from me daily that they may not want to ask for?
- What can I work on that will help me serve people better?
- How will I know that I am serving people well?
- What is it like for the people who work with me?
- How can I gain value while adding value to others by serving?
- What do I do best that allows me to serve people best?
- How can I serve people in a way that will inspire them to serve others?



Lesson 8:

The Indispensable Quality of Leadership – **Vision**

# Vision

- “What you can see determines what you can be.”
- Intentionally grow daily
- “Your vision will become clear only when you look into your heart. Who looks outside, dreams. Who looks inside, awakens.”

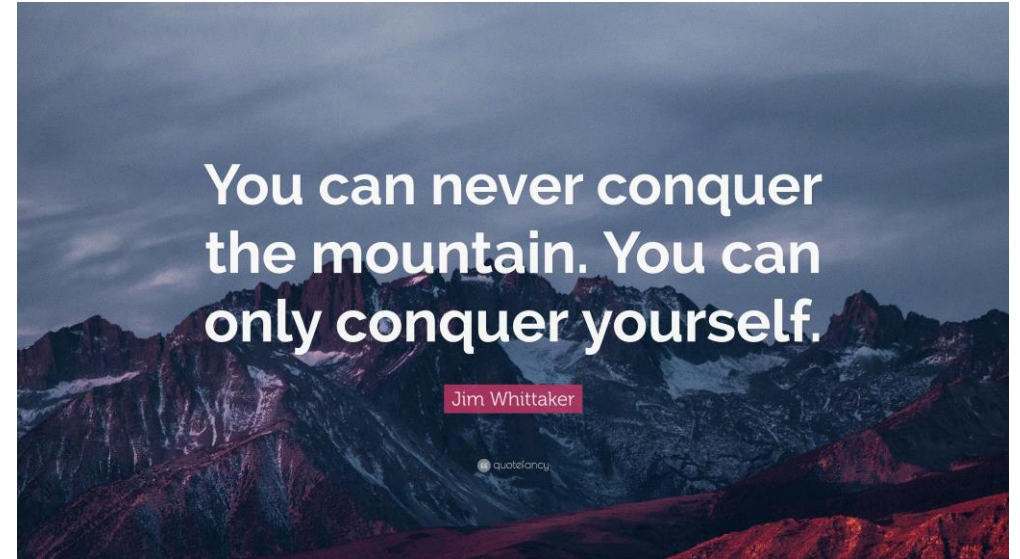


Lesson 9:

The Price Tag of Leadership – **Self-Discipline**

# Self-Discipline

- “Self-discipline moves you from good intentions to good actions.”
- Form better habits
- Focus on personal growth first!



Lesson 10:  
The Expansion of Leadership – **Personal Growth**

# Personal Growth

- “Development, expansion, and the future of your leadership depend on your dedication to personal growth.”
- Growing means changing
- Growing creates hope
- Growth is joy



# Final Thoughts

- “A leader is one who knows the way, goes the way, and shows the way.” –John C. Maxwell

