



Effective Personal Leadership

TABLE OF CONTENTS

| | |
|--|-----|
| ABOUT THE AUTHOR | v |
| HOW TO USE <i>EFFECTIVE PERSONAL LEADERSHIP</i> | vii |
| LESSON ONE: Your Potential for Personal Leadership | |
| <i>Building on Current Strengths</i> | 1 |
| <i>The Rewards of Leadership</i> | 2 |
| <i>Your Untapped Potential</i> | 3 |
| <i>Self-Image</i> | 6 |
| <i>Self-Motivation</i> | 7 |
| <i>Goal Direction</i> | 8 |
| <i>Action Steps</i> | 9 |
| LESSON TWO: Making Choices for Success | |
| <i>How Conditioning Works</i> | 1 |
| <i>Sources of Conditioning</i> | 2 |
| <i>Breaking Out of a Conditioned Existence</i> | 6 |
| <i>Your Freedom To Choose</i> | 7 |
| <i>Action Steps</i> | 11 |
| LESSON THREE: Motivation through Attitudes and Habits | |
| <i>Satisfying Needs</i> | 1 |
| <i>The Exchange System</i> | 3 |
| <i>Traditional Approaches to Motivation</i> | 3 |
| <i>Motivation through Attitudes and Habits</i> | 5 |
| <i>Altering Attitudes and Habits</i> | 6 |
| <i>Dealing with Demotivators</i> | 8 |
| <i>Action Steps</i> | 11 |

LESSON FOUR: Designing Your Personal Growth

| | |
|---|----|
| <i>Making Behavior Change</i> | 1 |
| <i>Redesigning Attitudes through Displacement</i> | 3 |
| <i>Types of Affirmations</i> | 5 |
| <i>Supporting Affirmation with Visualization</i> | 7 |
| <i>Action Steps</i> | 11 |

LESSON FIVE: Developing a Personal Plan of Action

| | |
|---|---|
| <i>Identification of Goals</i> | 1 |
| <i>Value of Written Goals</i> | 3 |
| <i>Overcoming Obstacles</i> | 4 |
| <i>Anticipation of Benefits</i> | 6 |
| <i>The Motivation of Target Dates</i> | 6 |
| <i>Action Steps</i> | 9 |

LESSON SIX: Goal Setting and Personal Leadership

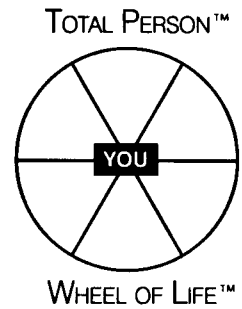
| | |
|---|----|
| <i>Personal Values and Goal Setting</i> | 1 |
| <i>Goals That Work</i> | 2 |
| <i>Types of Goals</i> | 4 |
| <i>Integrated Personality</i> | 8 |
| <i>Action Steps</i> | 11 |

LESSON SEVEN: Five Leadership Essentials

| | |
|--|---|
| <i>Personal Leadership Development</i> | 1 |
| <i>Crystallized Thinking</i> | 2 |
| <i>Written Plans and Deadlines</i> | 3 |
| <i>A Burning Desire</i> | 3 |
| <i>Supreme Self-Confidence</i> | 5 |
| <i>Unshakable Determination</i> | 6 |
| <i>Leadership Essentials as Criteria</i> | 7 |
| <i>Action Steps</i> | 9 |

LESSON EIGHT: Realizing Your Full Potential

| | |
|---|---|
| <i>Overcoming Obstacles to Leadership</i> | 1 |
| <i>Positive Expectancy</i> | 3 |
| <i>Creativity</i> | 4 |
| <i>Living an Abundant Life</i> | 5 |
| <i>Where Do You Go from Here?</i> | 6 |
| <i>Action Steps</i> | 7 |



**TABLE OF CONTENTS
PERSONAL PLAN OF ACTION**

A MESSAGE FROM THE AUTHOR vii
Paul J. Meyer

GETTING STARTED!

The Total Person™..... 1

Steps to Development 2

Step One: Master Dream List 2

Step Two: Future Description 3

Step Three: Personal Mission Statement 3

Step Four: Wheel of Life™..... 3

Step Five: Self-Evaluation Questionnaires 4

Step Six: Present Strengths 5

Step Seven: Opportunities for Growth 5

Step Eight: Personal Values 5

Step Nine: Personal Priorities 5

Step Ten: Final Draft Personal Mission Statement 6

Step Eleven: Overall Personal Values 6

Step Twelve: Master List of Goals 6

Step Thirteen: Personal Goals 7

Step Fourteen: Affirmations 12

Step Fifteen: Visualization 13

Step Sixteen: Tracking Progress 13

Step Seventeen: Accomplishments 15

1. DREAMS FOR MY FUTURE

Master Dream List

Future Description

Personal Mission Statement Worksheet

2. TOTAL PERSON™ DEVELOPMENT

Wheel of Life™

2.1 FAMILY AND HOME DEVELOPMENT

Self-Evaluation Questionnaire

Present Strengths

Opportunities for Growth

Thought Stimulators for Family and Home Values
Personal Values
Personal Priorities

2.2 FINANCIAL AND CAREER DEVELOPMENT

Self-Evaluation Questionnaire
Present Strengths
Opportunities for Growth
Thought Stimulators for Financial and Career Values
Personal Values
Personal Priorities

2.3 MENTAL AND EDUCATIONAL DEVELOPMENT

Self-Evaluation Questionnaire
Present Strengths
Opportunities for Growth
Thought Stimulators for Mental and Educational Values
Personal Values
Personal Priorities

2.4 PHYSICAL AND HEALTH DEVELOPMENT

Self-Evaluation Questionnaire
Present Strengths
Opportunities for Growth
Thought Stimulators for Physical and Health Values
Personal Values
Personal Priorities

2.5 SOCIAL AND CULTURAL DEVELOPMENT

Self-Evaluation Questionnaire
Present Strengths
Opportunities for Growth
Thought Stimulators for Social and Cultural Values
Personal Values
Personal Priorities

2.6 SPIRITUAL AND ETHICAL DEVELOPMENT

Self-Evaluation Questionnaire
Present Strengths
Opportunities for Growth
Thought Stimulators for Spiritual and Ethical Values
Personal Values
Personal Priorities

3. PERSONAL GOALS

Personal Mission Statement
Master List of Personal Values

Master List of Goals
Goal Planning Sheets

4. AFFIRMATIONS AND VISUALIZATION

Affirmations
Visualization

5. TRACKING PROGRESS

Wheel of Life™ Progress and Feedback Summary
Graphing
Graphing Techniques
Sample Graphs
Graph Paper
Goal Tracking Barometer
1-31 Day Tracking Sheet
Weekly Goal Tracking Sheet

6. ACCOMPLISHMENTS

Accomplishments