

The Total Leader[®]

**EFFECTIVE
PERSONAL
LEADERSHIP[®]**



RANDY SLECHTA

and

PAUL J. MEYER

EFFECTIVE PERSONAL LEADERSHIP®

Releasing your untapped potential

INTRODUCTION / KICKOFF

The Total Leader® Concept and Personal Leadership
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

LESSON ONE: YOUR POTENTIAL FOR PERSONAL LEADERSHIP

Believing 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

LESSON 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

LESSON 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

LESSON 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

LESSON 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

LESSON 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?

LESSON 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

LESSON 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 of Positive Expectancy
How Our Attitudes and Habits Are Formed
Changing Current Attitudes and Habits
The Self-Fulfilling Prophecy

LESSON 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!

LESSON 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®

LESSON 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

LESSON 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
