

## THEME

Leading Self

## SUB THEMES

Developing Self

## Overview

Stepping up to lead requires leaders to be able to identify, absorb and develop habits of effective leadership.

In this learning activity Participants consider six steps to forming habits of leadership. By answering the questions Participants are encouraged to step up to lead.

## Habits of Leadership

## Knowledge and skills

An understanding of a variety of methods and strategies for personal leadership planning, goal-setting, decision-making, responsibility, communication and mentoring.

## Resources

- Leader Journal template
- Suggested reading:
  - » Covey, S.R. (2004). *The 7 Habits of Highly Effective People*. NY, New York: Franklin Covey Co.
  - » Maxwell, J.C. (1998). *The 21 Irrefutable Laws of Leadership*. Nashville, TN: Thomas Nelson.



# LEADER JOURNAL

4»EMPOWER

NAME \_\_\_\_\_


## Step One

### DEFINE YOU

If we are not sure who we are, who we want to be or what we would like to do with our lives it is difficult to lead others.

It is about developing self-awareness. An effective way is to develop a personal philosophy based on who you would like to be and what you would like to do.

Who would you like to be?
List the qualities you would like to have.



What would you like to do?
List the things you would like to do with your life or in your life.

## Step Two

### STEP UP TO LEAD

Answer the following questions to initiate action and 'step up to lead'.

1. What could 'step up to lead' mean for you?

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2. How could you 'step up' a little more in your current leadership tasks?

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3. What leadership roles, tasks or opportunities could you 'step up to lead' in the future?

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4. What could you do tomorrow to begin stepping up to lead more effectively?

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## Step Three

### USE TIME WELL

Think of the things you have to do over the next two days. List some of the tasks under the headings below:

#### Really important tasks

Tasks that must get done in the next two days.

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#### Important tasks

Tasks that are important to get done in the next two days.

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#### Tasks that seem important but are not really

Tasks that call your attention but they are just not important.

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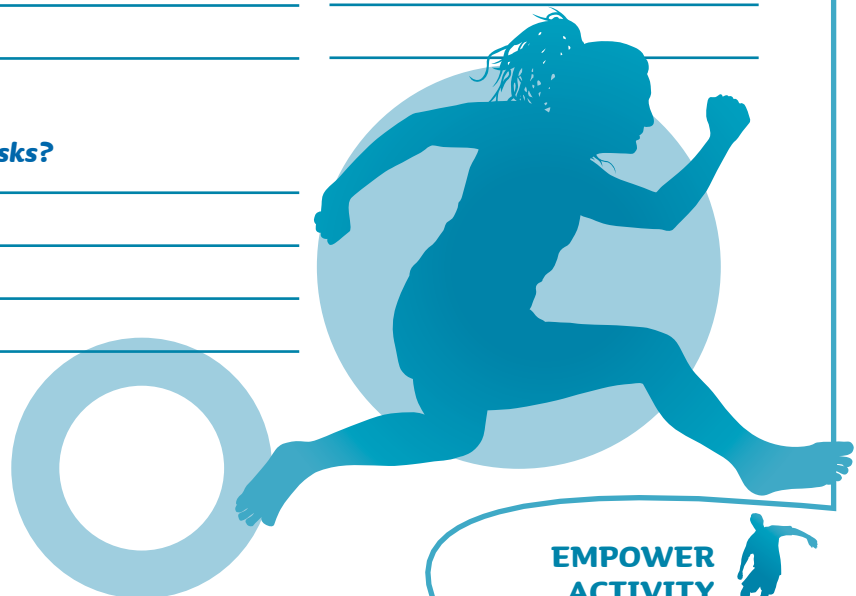
How can you best prioritise the important tasks?

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## Step Four

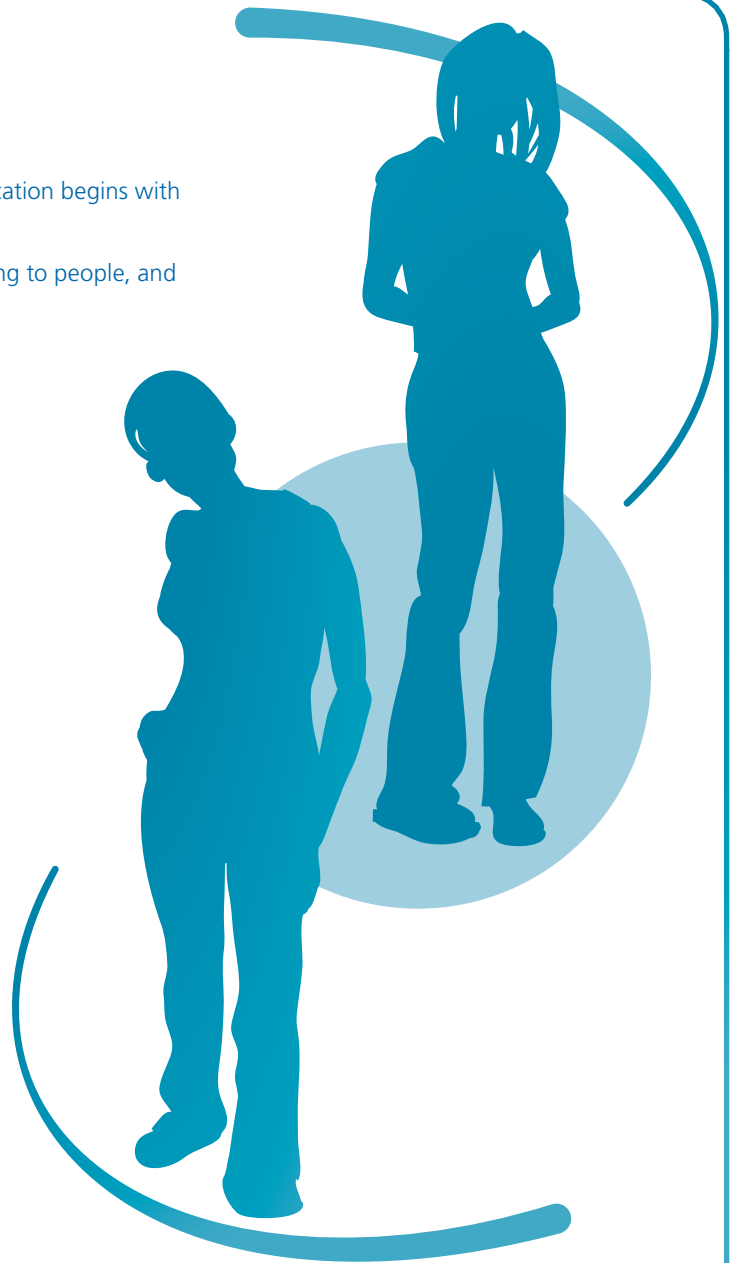
### BIG EARS, THOUGHTFUL VOICE

Effective communication is an important leadership skill. Communication begins with attentive listening.

Developing 'big ears' and a 'thoughtful voice' is useful when listening to people, and observing them. This contributes to effective communication.

List some things you could do to have 'bigger ears'.


List some things you could do to have a more 'thoughtful voice'.

## Step Five

### FIND AND ENGAGE OTHERS

Many hands really do make the work lighter.

Consider a leadership situation you are involved in.

1. How could you get more people involved?


2. What would they do?


3. What encouragement will they need to step up to lead?




## Step Six

### BACK TO THE FUTURE

In this activity you have considered five steps to leading. They are:

- Define you
- Step up to lead
- Use time well
- Big ears, thoughtful voice
- Find and engage others.

Consider:

How have you done these five things in the past?  
Are they new ideas to you or habits you already use?  
Are there any of these steps that may need to change so you can become a more effective leader in the future?



***On reflection, which of these five steps of leadership are you the most confident about?***

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***Which of these five steps do you need to do the most work on?***

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***How can you improve on this step?***

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***How could you use the learning from these five steps to help others to step up to lead?***

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