

BASED ON CONTENT BY JOHN C. MAXWELL

MAXIMIZE **YOUR SUCCESS!**

A 12-WEEK PROGRAM
TO DEVELOP YOUR LEADERSHIP SKILLS

PRESENTED BY THE JOHN MAXWELL COMPANY & WORLD FINANCIAL GROUP

1

THE ABC'S OF LEADING

“Leadership is key in the Business World. No business can progress and grow without leadership. In the final analysis, leadership is the only real advantage one organization has over another in a competitive society.”

- John C. Maxwell

WEEK ONE | LESSON NOTES

Leaders _____ People.

Attraction Principle: As a leader, you attract who you _____ not who you _____ .

What Attracts People?

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

_____ in People

Lou Holtz, former football coach of Notre Dame/ South Carolina - Motivational Film:
Do what's right! Do the best you can and treat others the way you want to be treated because they will ask 3 questions:

- 1) Can I trust you?
- 2) Do you believe in this? (Are you committed to this? Do you have a passion for this?)
- 3) Do you care about me as a person?

What I believe in believing about people:

1. Most people _____ believe in themselves.

It's not what you are that holds you back; it's what you think you are not.

Psychologists say that if you ask the average person to write down on a piece of paper all his personality strengths, he will come up with only five or six. Asked to do the same for his weaknesses, the list will be two or three times as long.

2. Most people have _____ if anyone who believe in them.

"Over 90% of prison inmates were told by parents while growing up, 'They're going to put you in jail.'" - Bill Glass

3. Most people _____ when someone believes in them.

The goal of many leaders is to get people to think more highly of the leader.
The goal of a great leader is to help people think more highly of themselves.

4. Most people will do anything within their power to _____
a leader's belief in them.

_____ with Others

"The number one managerial productivity problem in America is, quite simply, managers who are out of touch with their people and out of touch with their customers."

- Tom Peters and Nancy Austin, from A Passion for Excellence

Connecting with Yourself

“You cannot lead others until you first lead yourself.” - Harry Truman

“You cannot connect with others until you first connect with yourself.” - John Maxwell

Character is the foundational stone upon which one must build to win respect. Just as no worthy building can be erected on a weak foundation, so no lasting reputation worthy of respect can be built on a weak character. Without character, all effort to attain dignity is superficial, and results are sure to be disappointing.

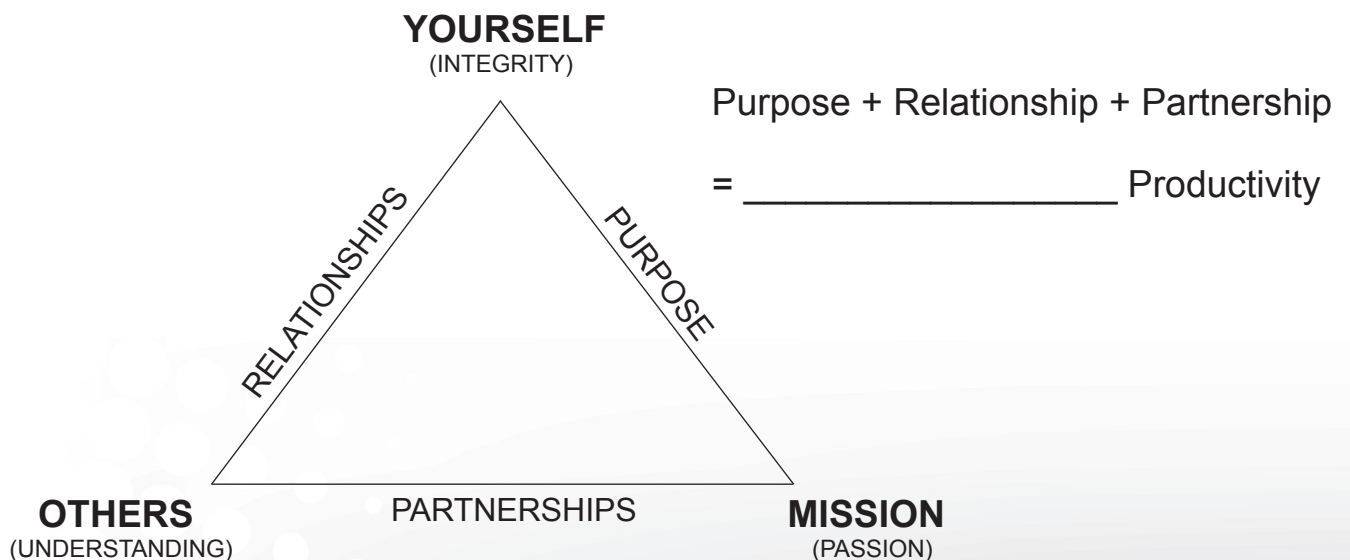
Connecting with Your Mission

*“To love what you do and feel that it matters - how could anything be more fun!”
- Katherine Graham*

“It’s easy to make a buck. It’s a lot tougher to make a difference.” - Tom Brokaw

Connecting with Others

“A major mistake that many leaders make is thinking that connecting is the follower’s responsibility when it’s really the leader’s.” - John Maxwell



How to “Connect” with People

1. People - *“You cannot make another person feel worthwhile if you secretly feel that the person is a nobody.”* - John Maxwell

2. Possess a “Make a Difference” Mindset:

Believe _____ can make a difference.

Believe what you _____ can make a difference.

Believe that the _____ you share with can make a difference.

Believe that _____ you can make a BIG difference.

3. Look for _____

The 101% Principle: Find the 1% you agree with and give it 100% of your effort.

4. Understand and Discover _____ of People

Much of our behavior is not right or wrong...it's _____

What we see is based on who we are, not what actually has happened.

To the choleric I connect with _____

To the melancholic I connect with _____

To the phlegmatic I connect with _____

To the sanguine I connect with _____

To everyone I connect with _____

5. Understand and Discover the _____ and _____ of People

6. Handle Yourself _____ than Others

Whose Point of View?

When the other fellow takes a long time, he's slow.

But when I take a long time, I'm thorough.

When the other fellow doesn't do it, he's lazy.

But when I don't do it, I'm busy.

When the other fellow does something without being told, he's overstepping his bounds.

But when I do it, that's initiative.

When the other fellow overlooks a rule of etiquette, he's rude.

But when I skip a few rules, I'm original.

When the other fellow pleases the boss, he's an apple polisher.

But when I please the boss, that's cooperation.

When the other fellow gets ahead, he's getting the breaks.

But when I manage to get ahead, that's just the reward of hard work.

"Every man is entitled to be valued by his best moments." - Ralph Waldo Emerson

7. Find the _____ to their Lives

"Every person has a key to their life. Once you find it, use it with integrity...use it to help, not hurt...use it for their benefit, not yours. And only turn it, when they give permission." - John Maxwell

8. Stand with Them During the _____

"The leader that connects with people during the dark hours, connects with them forever." - John Maxwell

9. Don't Take Others for _____

"You can buy a man's time, you can even buy his physical presence at a given place, but you cannot buy enthusiasm...you cannot buy loyalty...you cannot buy the devotion of hearts, minds, or souls. You must earn these." - Charles Frances

WEEK ONE | REFLECTION

ATTRACTING OTHERS

1. What kind of people are you currently attracting to your company or business?

2. How do I attract the most highly effective people?

3. How can I bring excitement and fun to others around me?

BELIEVING IN OTHERS

1. List the people who believe in you. How do you know? What did they do to demonstrate their belief in you?

2. List the people that you believe in. How do you believe in them and do they know it?

3. Who else can you encourage and believe in?

CONNECTING WITH OTHERS

1. Who are the people you connect with best?

What can you learn from those relationships to connect better with others?

2. List three people you have disagreed with; next to their name, write down what areas you agree on.

3. Write down the temperaments of those you work with. Think of how you communicate and connect with them based on their temperament. Are there any particular temperaments/personality types that you have an easier or harder time connecting with? What can you do to improve those connections?

WEEK ONE | TAKE ACTION

1

Look at the top 10 attracting traits.

Rate yourself on each one of those from a 1-5 with 5 being best. If you dare, have someone else whom you trust, that knows you well, also rate you on each of the these attracting traits. Receive their feedback with an open mind.

How well do I attract people?

My Leadership of Others Includes...(1 Low - 5 High)

1. An Attractive Appearance

1 2 3 4 5

2. Community - A place for people to belong

1 2 3 4 5

3. Confidence - People feel secure with me

1 2 3 4 5

4. Excitement - I'm fun to be with

1 2 3 4 5

5. Encouragement - I make others feel good about themselves

1 2 3 4 5

6. Significance - I add value to others

1 2 3 4 5

7. Relational Skills - People like to be with me

1 2 3 4 5

8. Hope - I give others hope

1 2 3 4 5

9. Vision - People see the big picture and join the team

1 2 3 4 5

10. Charisma - People are drawn to me

1 2 3 4 5

2 In your business, specifically, how do you plan to take advantage of the areas where you ranked high and build or compensate for the areas where you ranked low?

3 List 5 people that you want to connect with better. Write action steps that you will take so they realize you believe in them. Make sure your list includes both verbal ways to encourage and actions that show you believe in them.

1. _____

ACTION 1	ACTION 2	ACTION 3

2. _____

ACTION 1	ACTION 2	ACTION 3

3. _____

ACTION 1	ACTION 2	ACTION 3

4. _____

ACTION 1	ACTION 2	ACTION 3

5. _____

ACTION 1	ACTION 2	ACTION 3

Answers: Attract; Are; Want to be; Appearance; Community; Confidence; Excitement; Encouragement; Significance; Relational skills; Hope; Vision; Charisma; Believe; Don't; Few; Know; Embrace; Connect; You; Share; Person; Together; Common Ground; The temperaments; Perspective; Strength; Focus; Assurance; Excitement; Authenticity; Gifts; Abilities; Differently; Head; Heart; Key; Tough Times; Granted