

# *The Total Leader*<sup>®</sup>

## **EFFECTIVE PERSONAL LEADERSHIP**<sup>®</sup>



**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

---