

NOTE TO TEACHERS:

The contents of this document can be printed for:

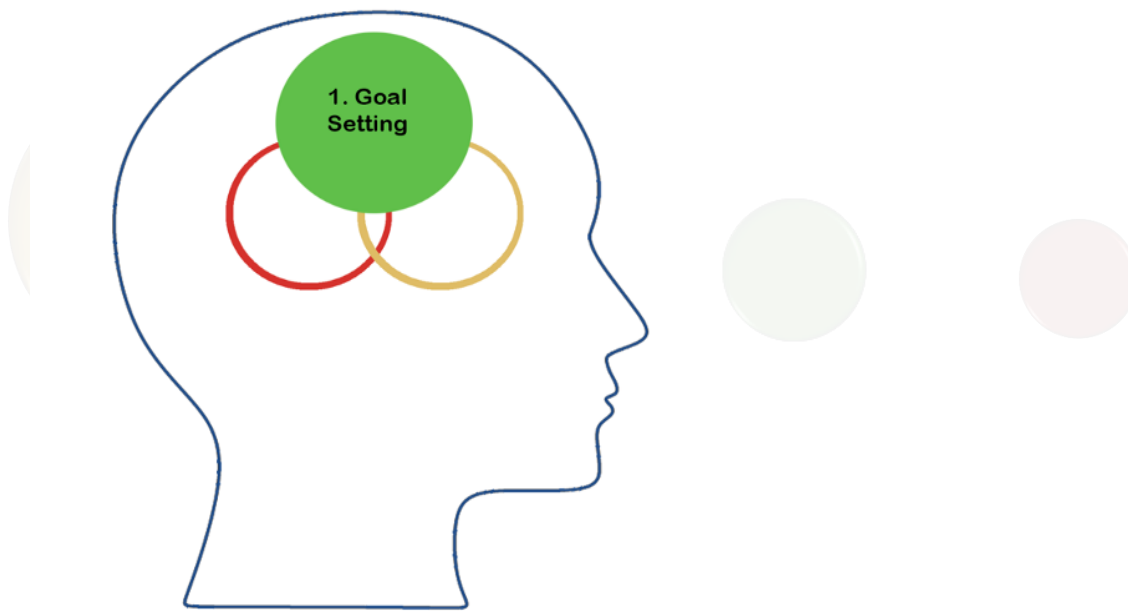
- Your own reference; and/or
- As handouts to students

Resources contained within are referenced and accessible to students within the respective LL4L modules.

Resources per module are as follows:

RESOURCE	APPLICABLE MODULE
EXCELLENCE - PRIMARY STYLE TRAITS	Circle 1 Module 3
INSIGHT - PRIMARY STYLE TRAITS	Circle 1 Module 3
INSPIRATION - PRIMARY STYLE TRAITS	Circle 1 Module 3
PIONEER - PRIMARY STYLE TRAITS	Circle 1 Module 3
PERSONAL FILTERS	Circle 1 Module 3
VALUES AND TRIGGER POINTS NOTES	Circle 1 Module 3
AFFIRMATIONS	Circle 2 Module 1
GOAL SETTING	Circle 2 Module 1
CREATING POSITIVE HABITS	Circle 2 Module 2
MAKING IMPORTANT DECISIONS	Circle 2 Module 2
COMMUNICATION STYLES CHEAT SHEET	Circle 3 Module 2
LEADERSHIP STYLES	Circle 2 Module 3

CREATING POSITIVE HABITS



The self-leadership mind map

WHAT DO I WANT? (MAKE A LIST – TRY FOR FIVE THINGS)

(Hint: Personal areas that goals relate to can include my physical well-being, my mental well-being, my spiritual well-being, my emotional well-being, family and relationships).

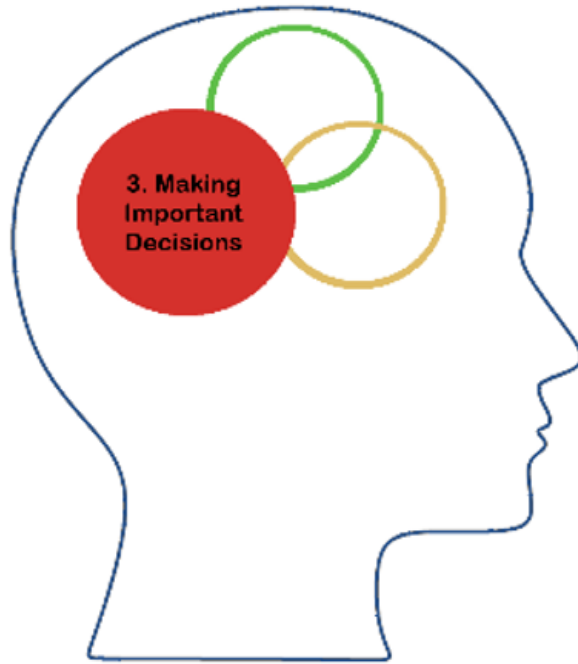
1. _____
2. _____
3. _____
4. _____
5. _____

Remember to check your goals against these guidelines;

- Goals must be **owned** – they must belong to you
- Goals must be **believable** – you need to believe that you can achieve your goal, or make progress towards it
- Goals should be **aligned to values** – keep these in mind for the goal setting activity next
- Goals must be **specific**, it's hard to follow a vague goal
- Goals need a solid **action plan** for direction and intensity of effort
- Goals must be **measurable**. You need to see how you are progressing to stay motivated.

FIVE STEPS TO CREATING AN ACTION PLAN

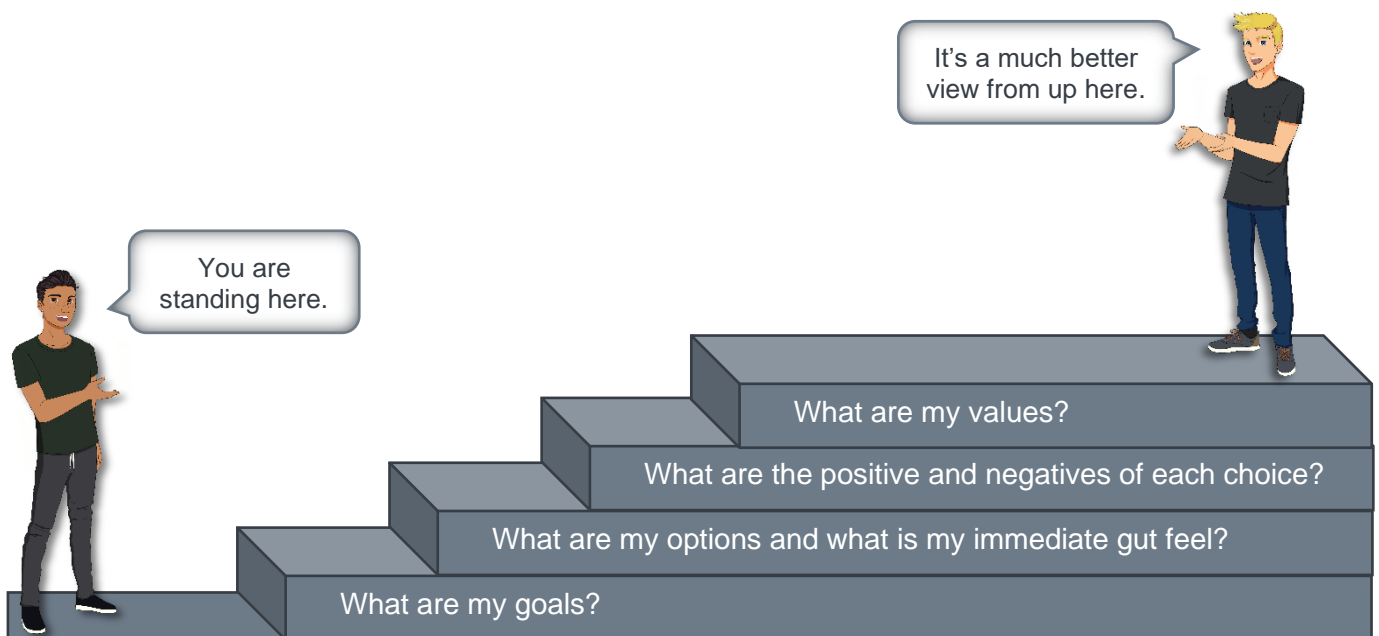
1. What do you want? Get clarity. You may already have clarity from your goals set in Module 2. Use your most important goal now to create your action plan.
 2. Take a piece of paper and write A on one side and B on the other. Draw a line from A to B.
 3. Brain dump all the things you can think of that you need to do to achieve your goal.
 4. Review your list for similar actions and cut the list down to as few steps possible.
 5. Write the first step you need to take next to A, and then the next step, and then the next. Now you have a timeline.
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The self-leadership mind map

DECISION-MAKING STEPS

Use these five decision-making steps to get a better view of your options and influences before making an important decision:



Step 1: Do your goals have any influence on your decision?





Step 2: Note down the options you might have and "listen to your gut feel" about each. This is your sub conscious trying to tell you something.

Step 3: Make a list of positive and negative outcomes for each option.

Step 4: Ask yourself for each option – how does this course of action align to my values (good reason to keep a note of your core values). Are any in conflict with my values?

Step 5: Make a decision but remember, that there are no RIGHT or WRONG decisions – there are only different paths to follow with different outcomes and different learning.

Keep this page as a template to help you work through future important decisions until you can follow the five-step process out of habit!

