Self-Leadership Quick Reference Guide



Definition

Self-leadership is about choosing who we are, what we do, and who we become. It doesn't advocate for a selfish approach to get what we want at any costs. It also recognizes that things do not always come to us easily but that our environment is created through us making choices and creating opportunities and circumstances.



The Four Pillars



Knowing Who You Are

Create a **personal vision statement** that includes your values, dreams, and goals. Some areas in your life to set goals in:

- o Career
- o Income
- Relationships
- o Things to learn
- Hobbies to take up
- Volunteer activities or charities to support
- o Recreational activities
- o Home, vehicles, things to purchase
- o Places to travel to
- o Spiritual
- Health (lose 20 pounds, exercise more frequently)
- Educational
- Behaviors and habits to develop or change

Change Management

We like the way change expert Daryl Conner explains the human reaction to change, captured in the following image:



When reality matches expectations, people feel in control. If reality doesn't meet expectations, people lose their sense of control. We can get a head start on managing change by understanding each of these phases.

Lifelong Learning

Lifelong learning means that we recognize and appreciate that learning does not stop when we leave school. With the rapid advances that technology makes, our international relationships, and global economies, the ability to learn and continue to seek knowledge are essential aspects of life today. Lifelong learning is part of self-leadership; it is a commitment by self-leaders to seek knowledge continuously.

Most of us do not wield the power to change economies, influence politics, or stop weather disasters. We do, however, have the ability to choose our behavior and to lead ourselves.

If you commit to lifelong learning, you will keep your finger on the pulse of things that are changing and developing in your environment and around the world. This doesn't mean that you are restricted in what you learn, either. No matter what your field of work or study is, your value and your understanding of the world increases as you learn about all kinds of subjects.

Geography, geology, anthropology, music, art, sports, history, languages, business, technology, agriculture, and cooking will all enrich what you know, whether you work in a broad area such as science, or a narrower one such as micro-brewed beer.

Cues

Negative cues are things that distract or stop you from doing the things you want to be doing. If you want to cut down on the amount of time you spend watching television, but you have a 52 inch screen and 130 channels, you have a negative cue set up.

Positive cues are things that influence you to do things that meet your goals. That stack of books handy when you sit down to relax, an ergonomic chair to work from, or a good long distance plan when you need to be making a lot of calls, are all positive cues.

ABC's of Optimism

A - Adversity

o Anything you see as a problem

B - Beliefs

- Our thoughts on the adversity become our belief
- o How do we feel about the adversity?

C - Consequence

What action takes place because of our belief

D - Disputation, Distancing, or Distracting

- Disputation is arguing with yourself.
- Distancing means moving away from the pessimistic attitude.
- Distracting helps you break away from the pessimistic thoughts.

E - Energization

 How disputing your pessimistic thoughts makes you feel

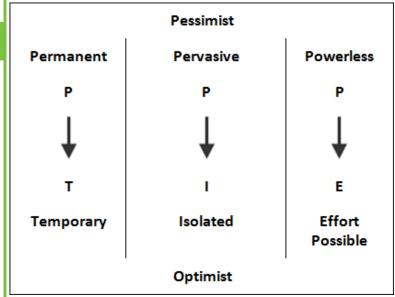
Optimism and Pessimism

A pessimist and optimist view the same situations differently.

Dr. Martin Seligman explains it like this:

- A pessimist sees things as permanent, pervasive, and personal.
- An **optimist** will see it as temporary, isolated, and from the perspective that effort is possible. They see that they have control.

Here is a graphic outlining the shift in thinking.



REMEMBER:

We can't control what happens to us, but we can control how we think and feel.

VET Process

VET is a way to help to explore the problem.

Validating emotions means recognizing what it is and naming it. It doesn't try to ignore or change what the emotion is. It is accepting it for what it is... a piece of information.

Exploring looks at understanding why you are feeling that emotion. Where did it come from and why is it useful information to have?

The last process is **transforming** the emotion so you can create the best possible outcome.

Using What You Know

Our physical health is heavily influenced by our emotional health.

Self-leadership includes the necessity of maintaining fitness in order to provide a stable platform (our body) so that we can support the demands we make of ourselves.

Regular exercise, a healthy diet, good sleep hygiene, and managing stress all have positive effects on our physical and emotional health.

Creating a Self-Motivational Environment

Competence: We know what we are doing, and continue to learn.

Self-Direction: We enjoy doing things that we want to do, that we have decided to do, and that we can control.

Purpose: When we do what we are called to do, the work itself is rewarding. When we add self-leadership to this idea, the negative aspects of the job are significantly outweighed by the positive.

Building Rewards into What You Do: When you are someone who is highly motivated already, you will still have off days. When you can design work with the rewards built in, then an off day is suddenly better.