

Leadership: The activity of leading a group of people or an organization or the ability to do this.

Leadership involves: establishing a clear vision, sharing that vision with others so that they will follow willingly, providing the information, knowledge and methods to realize that vision, and coordinating and balancing the conflicting interests of all members and stakeholders.

<http://www.businessdictionary.com/definition/leadership.html>

Why are Leadership Skills important?

For many people, Leadership is something only a few can do. It's the domain of Managers, Corporate Executives, Big Business, Politicians. It's something that is beyond reach. It's something that people in positions of authority have. It's a skill we ourselves don't need. From some perspectives, they may be right! At some times in our lives, though, many of us find ourselves needing to:

- work with one or more people to achieve something
- teach someone something we ourselves have learned
- engage someone else to take on our point of view
- chair a meeting
- help a group solve a problem
- help a group arrive at a decision
- change the way something is done
- show appreciation for someone's contribution
- resolve conflict or disagreement between people

Each of these activities need us to leverage our listening skills, our communication skills, our influencing skills, our credibility. To develop these traits, is to develop Leadership Skills. In fact, everyone is a leader, because everyone contributes to the outcomes they experience.

http://toastmasters.wikia.com/wiki/Why_Develop_Leadership_Skills%3F

What is Personal Leadership

"Personal leadership is the self-confident ability to crystalize your thinking and establish an exact direction for your own life, to commit yourself to moving in that direction, and then to take determined action to acquire, accomplish, or become whatever you identify as the ultimate goal in your life." - Joe Farcht

Personal leadership is the leadership of the self. It is the ability to define a direction for your leadership and life, and to move in that direction with consistency and clarity. When you practice personal leadership, you "lead from the inside out."

<http://www.joellekjay.com/author/whats-your-personal-leadership/>

9 Essential Skills of Personal Leadership

1. Discipline
 2. Self-Awareness
 3. Gratitude
 4. Commitment to Excellence
 5. Routines and Rituals
 6. Patience
 7. Be Intentional
 8. Grit
 9. Fun-Loving
- <https://kaylenemathews.com/9-essential-personal-leadership-skills/>

The Four Agreements

ALWAYS DO YOUR BEST

- A. Your best is going to change from moment to moment; it will be different when you are healthy or sick.
- B. Under any circumstance, simply do your best, and you will avoid self judgement, and regret.

DON'T TAKE THINGS PERSONALLY

- A. Nothing others do is because of you.
- B. What others do is a projection of their own reality, their own dream.
- C. When you are immune to the actions of others, you won't be the victim of needless suffering.

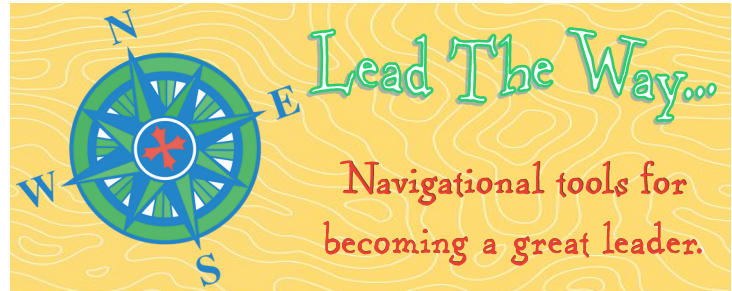
DON'T MAKE ASSUMPTIONS

- A. Find the courage to ask questions and to express what you really want.
- B. Communicate with others clearly to avoid misunderstandings.

- C. With this one agreement, you can change your life.

BE IMPECCABLE WITH YOUR WORD

- A. Speak with integrity.
 - B. Say what you mean.
 - C. Do not speak poorly of yourself or gossip to others.
 - D. Keep your word truthful and positive.
- <http://www.theleadershiphub.com/infographics/four-agreements>



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Team Leadership Tools

11 Definitions of Leadership:

1. The pursuit of bettering your environment
2. Knowing your team and yourself well
3. Giving people the tools to succeed
4. Open, authentic and positive influence
5. Clarity
6. Building consensus and common goals
7. Being the solution to problems
8. Helping others achieve the impossible
9. Building the next generation of leaders
10. Building followership
11. Actively listening

11 Traits of Effective Leaders

1. Communication
2. Organization
3. Confidence
4. Respectful
5. Fair
6. Integrity
7. Influential
8. Delegation
9. Facilitator
10. Negotiation

<http://smallbusiness.chron.com/10-effective-qualities-team-leader-23281.html>



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Leadership Journal

Teddy Roosevelt did it.
Harry Truman did it.

Want to be an outstanding leader? Keep a leadership journal. To make your leadership journal a habit, it's suggested you block off fifteen minutes on your calendar and make it part of your morning or evening routine.



Ten Questions For Your Leadership Journal

- What's present for me now?
- What's going well?
- What's creating that?
- What's challenging?
- What needs my attention?
- What's meaningful?
- What strengths do I notice in myself?
- What strengths and contributions do I notice in others?
- What am I learning?
- What am I am committing to?

<http://www.transformleaders.tv/ten-questions-for-your-leadership-journal/>

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The main difference between leaders and managers is that leaders have people follow them while managers have people work for them.

<https://www.go2hr.ca/articles/understanding-differences-leadership-vs-management>



MANAGER	Tells	V E R S U S	Sells	LEADER
	Plans the details		Sets the direction	
	Minimizes risks		Takes risks	
	Instructs employees		Encourages people	
	Has objectives		Has vision	
	Meets expectations		Charts new growth	
	Eyes bottom line		Eyes the horizon	
	Accepts status quo		Challenges status quo	
	Sees a problem		Sees an opportunity	
	Thinks short term		Thinks long term	
Approves	Motivates			
Assigns duties	Fosters ideas			
Relies on control	Inspires trust			
Does things right	Does the right thing			

<https://www.resourcefulmanager.com/leaders-vs-managers/>



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