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THE Paraclete

A monthly leadership newsletter

“Our thoughts create our reality—where we put our focus is the direction we tend to go.”

—Peter McWilliams

Telltale Signs of Mediocre Employees

By John Maxwell

- They stubbornly resist change.
- They are reactive rather than proactive.
- They are habitually lazy and unprepared.
- They make promises, but they don't deliver results.
- They shirk responsibility and pass on blame.
- They identify problems without finding solutions.

6 Ways to Make a Positive First Impression

By Carol Kinsey Goman

1. Adjust your attitude. Attractive ones are curious, friendly, happy.
2. Smile. It's an invitation, a welcome.
3. Make eye contact. It transmits energy and indicates interest/openness
4. Raise your eyebrows. It's the universal sign of recognition.
5. Shake hands. Palm-to-palm contact.
6. Lean in slightly. It shows you are engaged and interested.

The 7 Foundations of Leadership

By Rick Warren

1. Identification: I must know who I am: being honest about my strengths and weaknesses.
2. Clarification: Know what you want to accomplish. The direction of your life is your choice.
3. Motivation: Know who you're trying to please. You can't please everybody.
4. Collaboration: Work with a small group. You never lead by yourself; always with a team.
5. Concentration: Focus on what's important. Life is filled with things that will distract you.
6. Meditation: Listen to God. You need quiet times to reflect, renew, and recharge—to get alone.
7. Relaxation: Take time to recharge. Leadership is draining; it's hard work. Get away and rest. Divert daily, withdraw weekly, abandon annually.

Elements of a Leadership Point of View

By the Ken Blanchard Companies

7 questions a leader needs to ask him/herself in preparing to share their thoughts with others in the organization:

1. Who are the influencers (leaders) in your life? What did you learn from these people about leadership? How did their influences help your leadership point of view evolve?
2. Think of your life purpose. Why are you here and what do you want to accomplish?
3. Which of your core values will guide your behavior as you attempt to live your life “on purpose”?
4. Given what you've learned from past leaders, your life purpose, and your core values, what are your beliefs about leading and motivating people?
5. What can your people expect from you?
6. What do you expect from your people?
7. How will you set an example for your people?

Questions That Create a Winning Environment

By Ken Blanchard Companies

1. *"Do I understand what it takes to be a team?"* A successful team displays **Tolerance** of one another's weaknesses, **Encouragement** of each other's efforts, **Acknowledgement** that every person has something to offer, and **Mindfulness** of how each person depends on the others for success.
2. *"Are my expectations crystal clear?"* Expectations we have for ourselves, of others, and that others have of us.
3. *"Do my people understand why what we do is important?"* Workers can lose focus of how their task relates to the big picture.
4. *"Does my team define success with their customer?"* No one should be in the dark when it comes to understanding customer needs and how to exceed them.
5. *"Am I holding people accountable for performance?"* What doesn't get inspected, won't be respected.
6. *"Do I seek out barriers and remove them to make the team's job easier?"* Be on the lookout for: lack of communication, formation of silos/cliques, distrust among team members, bad attitudes, inexplicable underperformance, and unwillingness to change.
7. *"Do I give people the freedom required to learn, grow, and deliver?"* Only secure leaders give power to others.
8. *"Do I foster a culture of inclusion by hiring people who are different than I am?"* We are all prisoners of our own perspectives.
9. *"Am I a consensus-builder?"* Ego=not primary concern
10. *"Have I created a caring environment among team members?"* Promote an environment of mutual concern.

3 Signs of a Miserable Job

By Patrick Lencioni

1. **Immeasurement:** "Employees need to be able to gauge their progress and level of contribution for themselves.
2. **Irrelevance:** "Everyone needs to know their work matters to someone."
3. **Anonymity:** "People cannot be fulfilled in their work if they are not known."

8 Principles of Preparation

By Ron Shapiro

1. Understanding your objectives is defining your endgame.
2. Planning with precedents provides examples of time-tested solutions.
3. Knowing your alternatives means laying out the various results.
4. Defining the interests of the other party gets you focused on knowing the objectives/motives of the others.
5. Setting your strategy establishes a plan of action after analyzing info.
6. Doing a timeline is an outline of projected dates aligned with key milestones. Tools not taskmasters.
7. Picking your team, matching people with their talents and interests.
8. Writing your script is jotting down the message/proposal you want to make/preparing the technique.

High Impact People by Fred Smith

- Link their passion and their uniqueness: who they are and what they do well-correlate.
- Minimize religion and maximize spirituality. It's relationship, not ritual.
- Endure pain to win the gold. Keep going.
- Understand that discipline is not punishment. Correction signifies concern.
- Save, invest, and then speculate.
- Control their time.
- Focus. Bigger game is brought down with rifles.
- Are energetic. The power of creative energy
- Balance their lives. Stay out of the rat race.
- Nurture their curiosity. See the magic of life.
- Take calculated risks.
- Capture the concept of plateauing. Know the rules of growing, assimilating, and growing again.
- Keep stress vertical. Horizontal = distress
- Have and use a sense of humor. Laugh!
- Don't take destructive action.
- Anticipate. Work against surprises.
- Work with cause and effect. Sowing/reaping
- Operate and articulate the meaning of life.
- Have emotional control. Disciplined imagination
- Choose their attitude.