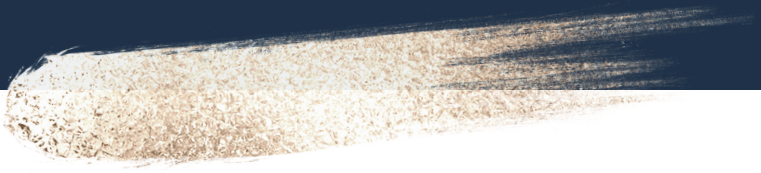

Workbook

Part 4.

Create Personal Leadership



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Personal leadership

It is important to take personal leadership in your career and in your life in general. One of the reasons for this is, that taking personal leadership transform you from being like everybody else into being a leader that people follow, not because they have to but because they want to.

Furthermore, it will set you free as you will stop spending time and energy on things you cannot control. Instead you will be able to spend that energy in places where you can make a real difference.

The following questions will help you exercise personal leadership.

1. What is an example of a situation where you are intentionally interfering with "someone else's business"?



2. What is within your control and thereby "your business" that you can focus on instead?



To say "I **want** to..." instead of "I **have** to..." is truthful and powerful.

Start practice saying "I **want** to..." instead of "I **have** to..." and reprepare yourself by writing down what situations you usually say the phrase.

I have to _____

I have to _____

I have to _____

I have to _____

Re-write the phases into:

I want to _____


I want to _____

I want to _____

I want to _____

"Clear is kind" says Brené Brown. Her original quote goes like this: "Clear is kind. Unclear is unkind.". In order to become more clear in your communication, answer the two questions below.

3. Who can you be more clear in your communication towards?



4. How can you be more clear with them? Be specific.



High impact communication

There are powerful ways of communicating that makes people listen to what you say and there are limiting ways which makes people *not* listen.

As a leader you want people to listen and act in accordance with your expectations. Therefore, you want to avoid using limiting ways of communicating and use powerful ways instead.

Go through all the limiting and powerful ways of communicating to get clear on how you can become more impactful in your communication.

The five limiting ways of communicating:

1. Behaving like a victim:

Write down an example of a time where you acted in on of the following ways:

- Complained. Felt sorry for your-self. Felt let down. Felt betrayed. Felt angry. Felt dramatic.

2. Making others feel guilty:


Write down an example of a time where you acted in on of the following ways:

- Twisted what was being said so that another person looked like the problem. You hurt someone. You talked with a blaming tone of voice.

3. **Using power:**

Write down an example of a time where you acted in on of the following ways:

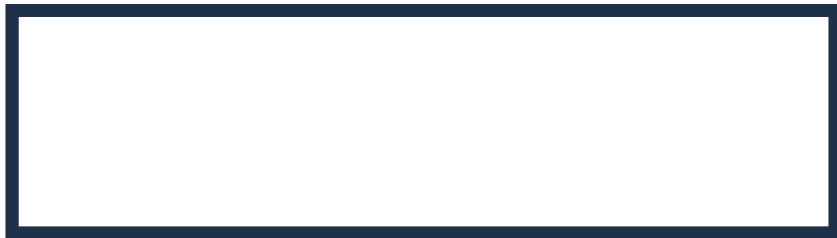
- Got insulted. Got angry. You attacked others. You hurt others. You criticized others, directly or indirectly. You suppressed others. You threatened others. You forced others to do things your way.



4. **When you want your way:**

Write down an example of a time where you acted in on of the following ways:

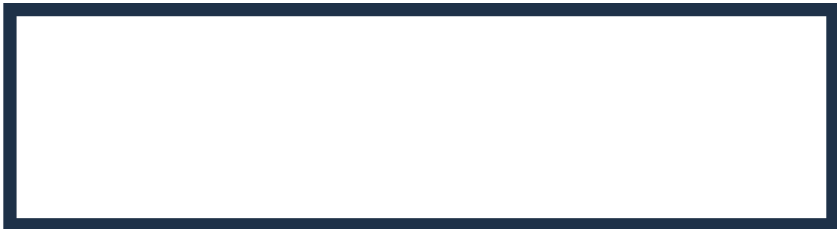
- You insisted that your solution was the only right way. You wanted and got the last word in a discussion. You micro-managed others.



5. **When you focus on your own needs:**

Write down an example of a time where you acted in on of the following ways:

- You had a conversation but you were not present in the moment. You were not listening to what was being said. You talked too much during a conversation and did not ask questions to the others.



The five powerful ways of communicating:

1. Responsible communication:

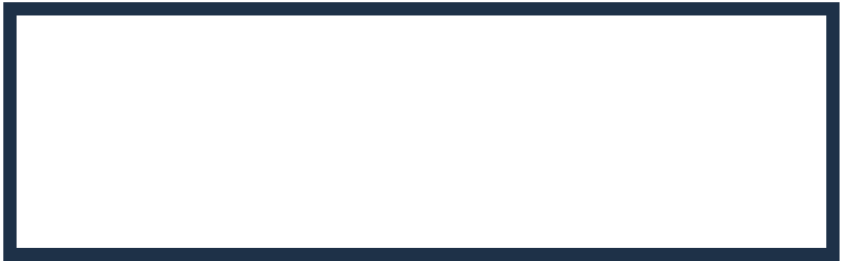
Write down an example of a time where you acted in on of the following ways:

- Took responsibility for "your own business" and left other peoples business. You started a conversation by saying "I" (not you) e.g. "I think/want/feel/suggest/thought...".



2. Taking leadership by being clear:

Write down an example of a time when you were clear about what you wanted in a situation or what you expected from others.



3. Being specific:

Write down an example of a time when you were extremely specific about what you wanted or expected from others by giving details.



4. **Recognize what there is to recognize:**

Write down an example of a time when you recognized someone for their way of behaving or dealing with a certain situation.



5. **Say "I am sorry":**

Write down an example of a time when you apologized to someone and asked how you could make it up to them.

