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***Instrumental Steps
To Leadership Success***



In Life & Business

TBD® Guide To Leadership Success In Life And Business

Step 1: Get and Understand Your PRINT®

Understanding your Major/Minor Print® score and what you can do with this information. Finding out how your Unconscious Motivators® work. 30-60 Minute Session with **Harold Branch of Branching Out Coaching And Training Services** and a 90-Minute session with **Robert Dunbar of TBD® Coaching & Training**.

Step 2: Set S.M.A.R.T. Goals [\(Click to download the worksheet\)](#)

Leaders know their S.M.A.R.T. (Specific | Measured | Achievable | Realistic | Time-Based) Goals and do small things every day to reach their goals. Real leaders understand that it's not always about them, so they help others to move forward in their projects, to remove their doubts —so that they can take the proper actions. **Download the worksheet here!**

Step 3: Enhance Your Emotional Intelligence

Emotional intelligence (EI) refers to the ability to perceive, control, and evaluate emotions. Some researchers suggest that emotional intelligence can be learned and strengthened, while others claim it's an inborn characteristic.

The ability to express and control emotions is essential, but so is the ability to understand, interpret, and respond to the emotions of others.

[*CLICK HERE TO ACCESS YOUR FILLABLE S.M.A.R.T. GOALS WORKSHEET](#)

Step 4: Understand Intrinsic Motivation

Intrinsic motivation is another important emotional intelligence skill. **People who are emotionally intelligent are motivated by things beyond external rewards like fame, money, recognition, and acclaim.**

Instead, they have a passion to fulfill their own inner needs and goals. They seek internal rewards, experience flow from being totally in tune with an activity, and pursue peak performance.

Step 5: Understand Extrinsic Motivation

Extrinsic motivation refers to behavior that is driven by external rewards. These rewards can be tangible, such as money or grades, or intangible, such as praise or fame. **Unlike intrinsic motivation, which arises from within the individual, extrinsic motivation is focused purely on outside rewards.**

People who are extrinsically motivated will continue to perform an action, even though the task might not be in and of itself rewarding—for example, doing something at your job that you might not normally find enjoyable or rewarding in order to earn a wage.

Step 6: Develop A GROWTH Mindset

Leadership is not a natural skill in most of us. According to research, **the best leaders are the ones that have a GROWTH mindset. A growth mindset is a belief that any skills can be developed with dedication and hard work.** That being said, it is a skill that you can develop and acquire with time, patience, and practice.

Step 7: Establish The Key Qualities Of A Good Leader

- Responsibility
- Awareness
- Confidence
- Decisiveness
- Empathy
- Focus
- Honesty
- Inspiration
- Optimism

Step 8: Complete The TBD Leadership Self-Assessment Quiz

Since leadership is not a natural skill for most of us, it becomes essential to be aware of where we lack and what we need to improve on. **The leadership self-assessment questionnaire will help you have an idea of your leadership skills and how much work you need to dedicate to your development.**

Step 9: Learn To LEAD WITHOUT A TITLE

To become a great leader, **you have to be a leader of your life.** That is why **you DO NOT need a title to be a successful leader.**

Make a list of areas of your life where you are a leader —it could be as a parent, as a teammate, as a teacher, or any other role that requires a certain amount of leadership.

Finally, the starting point of personal leadership is your **VALUES — principles that you do not negotiate. They are an integral part of your being and even define you as a leader.** These values are the foundation of your life.



Step 10: Identify Values That Are Fundamental To You

Values shape your reality, your vision of the present world, and your view of an ideal world. Values also allow you to define yourself, your personality, and your position, clearly — **privately and/or professionally.**

There is a **"Values" checklist in chapter 4...** spend some time going through that checklist and **identifying what is most valuable to you, in life and business.**

Step 11: Develop An Adaptability Quotient —*T.D. Jakes*

There is NO TEST for an Adaptability Quotient! Your adaptability quotient is **how you adapt to change:**

- **In Life:**

- Illness, injury or developing a long term medical condition. A job loss or a new job. A relationship break-up, a divorce, or a change in family or family make-up (for example, a new baby, a blended-family addition, or the separation of parents) —**Health Promotion Agency;**

- **At Work:**

- A collaboration or **company acquisition;**
- Major **changes in the leadership** where you are employed;
- Marketing **strategy, product, or services changes at the office;**
- An **INCREASE or reduction in wages** or salary;
- Workforce reduction, company restructure, and/or a **physical move;**

- **As An Entrepreneur:**

- The **economy taking a turn for the worse, or getting better;**
- **Online marketing strategies** (emailing, leads, ad campaigns, etc;)
- **Social Media GROWTH** and algorithm changes;
- **Industry Disruptors** that force your business to make UNEXPECTED changes



The ride UP and the ride down can be daunting in every aspect of life and business. Becoming a NEW Bride, starting a NEW Job, or qualifying for that loan to start your NEW Business can take you on the same emotional roller coaster ride as a divorce/separation, being laid off or fired, or filing for bankruptcy because your dream business has failed.

Having **the ability to ADAPT TO A FAILED SITUATION** can prevent you from falling in a state of depression, Equally, possessing **the ability to ADAPT TO SUCCESS** can prevent you from losing it.

Step 12: Implement The G.R.O.W. Model

The G.R.O.W. model (Chapter Five) is a simple and powerful coaching tool developed in the '80s by Graham Alexander, Alan Fine, and Sir John Whitmore. It is a **straightforward four-step tool that is exceptionally intuitive and simple to put into action.**

1. **Goal** —Be clear, concrete, and always focus on the target.
2. **Reality** —This step uncovers the interferences (beliefs, objections, etc;).
3. **Options** —This phase is the time to dream!
4. **Will** —This last phase is about commitment and actions.

Step 13: Strengthen Your Self-Awareness

- Developing the ability to know oneself;
- Allowing your brain to scan your environment for potential threats;
- Practicing **"mobilizing leadership"**;
- Becoming aware of automatisms;
- Recognizing whether your **"mental chatter"**, or **"inner discourse"** is distracting you from your reality;
- Developing the ability to observe yourself —with patience;
- Rehearse **Mindful Meditation** —The training of the mind;



Step 14: Become An Agent of Change

Being an agent of change is not a natural role, especially when you have to go against the grain of the culture or the established behaviors and comfort zones of the people around you. **However, it is something that does not scare leaders.**

Step 15: Break Through The Leadership Barriers

There are many barriers that you may come across during your development as a leader. Here are a few to help you be aware of them:

- Being Open to Feedback
- Moving Into Action
- Accepting Responsibility for Mistakes
- Facing Disagreement
- Confidence When Facing Failure
- Maintaining Focus
- Humility -vs- Success
- Learn When to Step Aside

Step 16: Follow The BluePrint To Develop Your Leadership Skills

Practice Mindfulness —*“Being able to pay direct and open attention to what one is doing at the moment one is doing it, in a non-judgmental conscious way.”*
—**Jon Kabat-Zinn**

- **Exercise #1:** Breathing Consciously
- **Exercise #2:** Walking With Awareness

Practice Courage —In the face of adversity, the leader must sharpen up, show even more determination to reach the goal, and must have learned from his or her mistakes.

Step 17: Learn The Essential Qualities Of Great Leadership

There are a few qualities that will make you move from a good leader to a great leader. **The essential qualities are the following:**

- Self-confidence
- Vision
- Open-mindedness
- Exemplarity
- Consistency
- Multidisciplinary intelligence
- Empathy
- Freedom —Independence of thoughts and action:
 - Responsibility with your freedoms;

In addition to theses qualities detailed above, **a great leader must know how to:**

- Take the initiative;
- Defend and impose their ideas gently and respectfully;
- Communicate effectively;
- Recognize the talents of others;
- Initiate change and innovation:
 - Disruption and innovation are two dominant notions in leadership;
- Motivate and recognize others;

In Closing—These 17 steps are meant to give you a brief overview as a leadership cheat sheet and resource guide. Reading the full book ***"Leadership Matters: Life & Business Balance"*** will give you the best path to becoming the best leader possible. Your leadership journey won't be a short one but it will be gratifying —enjoy every minute of your voyage and always remember that as a leader, your mission is to pull out of the people you lead, what GOD has already instilled (gifted) in them. Happy Leading!



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Instrumental Steps To Leadership Success

For more information on how to implement the ***"17 Instrumental Steps To Leadership Success"*** in your leadership lifestyle, pick up our latest e-book release, ***"Leadership Matters —Life And Business Balance"***. Click below to pick up ***"Leadership Matters"***, and **UPGRADE YOUR LEADERSHIP SWAG FOR 2022!**

**Click Here To
Upgrade Your Leadership**

