

# 2004

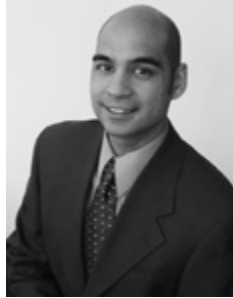
## Washington State Workshop

# Leadership & Applying Seven Habits of Highly Effective People

with  
Paul Gerhardt

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*"Building and Managing"*  
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# LeadershipSuccess



**Paul L. Gerhardt**

*"The Organizational Doctor"*

*"My mission is to help organizations develop high performance systems and teams enriched with trust, respect and support. I work with you to define and attain the results you need."*

**Doctoral Education:** Capella University, Minneapolis, MN

**Advanced Training:** Chapman University, Orange, CA;  
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**Educational Emphasis:** Business Management, Human Resources, Organizational Leadership, Development, Training, Systems Analysis

**Interests:** Maintain client confidentiality and help organizations maximize their potential.

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3. On your own, examine your own qualities as a leader. Even if you are not in a formal leadership role, you probably still possess leadership abilities. List your own leadership qualities below.

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**Stating why we exist & what we are about is difficult Expression - putting into words - changes us.**

4. Stephen Covey's second *Habit of Effective People* is to "Begin with the end in mind." Describe the qualities that you would want your friends, family and co-workers to say about you. Take some time to discuss it with your partners. List some of the qualities below.

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5. With your partner, brainstorm some possible essential questions that will help you clarify a possible final goal in your life or work life.

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8. What are your first things? List those things that are most important in your life. How effective are you at keeping those things first in your life? Why? If you were to do one thing in your professional life that would have the most positive impact, what would that one thing be?

**With what you know about yourself and about what you have learned today, develop your own personal mission statement.** Allow it to change over time as your understandings and needs develop. Use

the back if needed.

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**Mission Statement:**

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**Homework: Establish your “big rocks” – the important changes, not just the urgent.**

- 1 Decide that you CAN in fact change your life.
- 2 Get away one weekend with a pen and pad of paper.
  - Write down what you HOPE for in life, and what you feel called towards (e.g., family, work, opera).
  - If you don't know ... talk with friends or family.
  - If you don't know ... try things! Athletics, service, camping, animal rights, politics, research.
  - If you don't know ... read biographies and newspapers.

**Plan toward your vision.**

- 3 Record how you spend a typical week ... then decide how well it matches your vision.  
Use a daily planner (e.g., a date book, a Palm) to plan by weeks, focusing on today.  
If in a rut, find a small victory and win it.

### **Sharpen the saw.**

mental: Learn a hobby (e.g., chess, golf, piano), or about people (Mars & Venus, Dale Carnegie)

physical: Exercise, eat right, sleep.

social: Find friends with whom you can share your deepest struggles, biggest triumphs,  
most guarded weaknesses and fears.

spiritual: Good versus evil questions are the biggest you'll face.