

GULDKANTEN

A person in a black long-sleeved shirt and dark jeans stands with their back to the camera on a rocky shore. They are looking out over a calm lake towards a range of green, forested mountains under a clear sky. The scene is framed by a large yellow circle.

**PERSONAL
LEADERSHIP**

YOU PERSONAL SELF-DEVELOPMENT KIT

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INTRODUCTION

“If you want to be a leader, the first person you have to lead is yourself”
- Mike Scioscia

How to use this guide

In this guide you will find a collection of carefully selected articles and video resources. They will guide your first steps on your personal leadership journey. We recommend you to follow each step and exercise in order. However, feel free to select the resources which you feel are best suited to your needs right now.

Why personal leadership?

It does not matter if you are a manager or employee. We are all leaders in one way or another, and the first person we lead is ourselves. Managing your personal leadership style will help you in multiple ways both when leading yourself and others. Here are 3 benefits of managing your personal leadership style:

1. Awareness of how you affect others.

In working to understand and choose your actions as a leader you will also gain a higher insight on how you actually affect people around you.

2. Higher resilience

When we are aware of our personal leadership style and have the tools to manage it we are also aware of our strengths and weaknesses and how to handle them.

3. Increased efficiency

When your personal leadership style is aligned with your team, your company goals and your context you become powerful.



FIRST STEPS

Where to start?

Managing your leadership style is a complex process. However, having ample experience in the field of leadership development we have put together 3 actionable steps which you can take **right now** to begin your own journey of personal development!



1) Who do you want to be?

This process begins by asking yourself "who do I want to be?"

- i) Write down 5 characteristics which you would like your ideal-self to have. When doing this it may be helpful to think about your values as well: what is important for you, what is something that you would never sacrifice, what is something that you can easily sacrifice?
- ii) Write a concrete example for each of those 5 characteristics in multiple situations.

Example: My ideal self is brave. For example, my ideal self would not turn down a project because of the fear of failure. My ideal self would be brave enough to ask for a promotion at work.

2) Reflect critically

It is in our nature to reflect on the things we do. We always comment in our minds on the things that we do: "I did well in that presentation," "oh, this shirt doesn't look that good on me." Although trivial, if done in a systematic way, this process is the key to opening your self-transformation journey. Scientific research shows that reflecting critically on your experience will make you more successful in your profession. So, how to do this?

- i) Pick situations in your everyday life and ask yourself: How would my ideal-self want to be handle this?
- ii) Act! After you identified how your ideal self would act, be that ideal self now. Actually act that behavior out.
- iii) Realize that this is a slow process. You won't change over night - fake it till you make, only that it's not fake - you are changing. It just takes time. Just like rivers cut mountains in years, so it takes a few days or weeks for you to change



Example: you find out that your boss received extra funds and can promote someone in your department but you are afraid to ask for a promotion. You realize that you feel fear and use that as a cue to begin your reflection. You ask yourself: "I am afraid now, but how would my ideal-self act? My ideal self is brave and that means that I would face my fear and ask for the promotion."

3) Embrace change: make it a habit

The world is increasing in complexity day by day. This is why we need to stay up to date and constantly revise our ways of working. This includes our leadership style. Self-development is not a one-time thing. It is a commitment, and a constant process.

In order to be successful, one needs to set aside time to regularly reflect and offer oneself the opportunity to analyze their behavior, thoughts, and emotions. This way one makes sure to build on the progress they have done so far and remain ahead of the game.

Example: Agnes is a middle manager at a consultancy firm and her department was restructured. She wanted to stay on top of things and make sure that she can go through the transition smoothly and support her employees. This is why she decided to work on her leadership style. She defined her ideal self and did reflection exercises. Furthermore, she created "Reflection Wednesday." Every Wednesday, Agnes takes 30 minutes, from 9:30 a.m. until 10 a.m. to reflect on her progress and performance as a leader. This way she always has a moment of reflection planned in her calendar and she can follow up on her self-development journey in a systematic way.



Read more about developing your personal leadership style [here](#)

SETTING GOALS

"If you aim at nothing, you will hit it every time." –Zig Ziglar

If you want to grow you first need to know in what direction you want to grow in. If you want to hit a target, you need to know where the target is and look at it. This is why we need goals.

But not all goals are made equal. There is a framework for goal setting, proven time and time again to yield the best results. That framework is the "SMART goal."



SMART Goals

SMART stands for Specific, Measurable, Achievable, Realistic, and Timely. We will look at each of these elements in turn to understand exactly what they entail.

Specific

A specific goal must be clear and unambiguous. To make a goal specific it often helps to answer a couple of W-questions, such as: "What do I want to achieve?" "Who is involved?" "Why do I want to achieve this?"

Measurable

A measurable goal is one for which you have clear parameters for tracking your progress. Good questions to ask for this are: "How do I know when I reach my goal?" "How much of a certain thing/action do I need to be satisfied?" "How do I track my progress?"

Achievable

You need to make sure that your destination actually exists. Useful questions here are: "When achieving this goal, how would that actually look like?" "What would be the difference in your actions and settings when achieving this goal?"

Relevant

To determine if a goal is relevant, ask yourself: "What is this goal worth to you?" "What would it give you to achieve it?" "What would it cost now and what would it cost in the long run to let it go?"

Timely

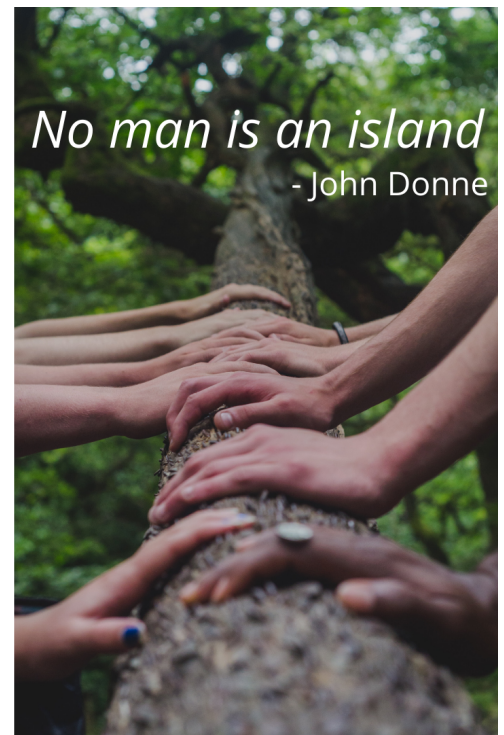
A timely goal should be bound to a timescale. Using deadlines when defining your goals is one way to ensure the timeliness of it.

WE LEARN MOST FROM EACH OTHER

You are not alone on this journey!

Humans are a social species and that is why the times when we grow the most are the times when we connect, talk, and benefit from the support of others. No matter what your needs are right now, we can support you in multiple ways.

1. We make **content** such as **articles, videos, and podcasts** on various topics. Send us an email at info@guldkanten.com if you would like us to cover a topic you are interested in
2. We create events such as webinars and workshops to help you gain more insights and practice using all these self-development tools
3. Follow **our social media** to stay up to date with our content and events.



Coaching programs

The best support we can offer is through coaching programs. You can choose one of our existing programs or we can tailor a program specifically to your requirements.

Coaching is about finding out what you want. Realizing what you allow to limit you. Feeling your own power. Trying out new ways to combine these and to form new strategies when the old ones no longer work.

Try out your first, **free session** with no strings attached!

Contact us

Do you want to learn more about coaching, personal leadership, or personal development? Head over to www.guldkanten.com to find out more!

Do you have any questions, comments, or would simply like to get in touch? Send us an email at info@guldkanten.com

And don't forget to follow us on our social media!

