

BASED ON CONTENT BY JOHN C. MAXWELL

MAXIMIZE **YOUR SUCCESS!**

A 12-WEEK PROGRAM
TO DEVELOP YOUR LEADERSHIP SKILLS

PRESENTED BY THE JOHN MAXWELL COMPANY & WORLD FINANCIAL GROUP

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MAKING PERSONAL CHANGES

Leadership is about change. If you need no change, you need no leader.

In times of change, people seek out more and better leaders.

- Dr. John C. Maxwell

WEEK TWO | LESSON NOTES

Those successful sought out leaders embrace the following thought: The best reformers the world has ever known are those who began with themselves.

"We must be the change we envision." - Mahatma Gandhi

"Everyone thinks of changing the world but no one thinks of changing himself."

- Leo Tolstoy

1. One person _____ change another person.
2. Most people need to look at the way they look at change. We've all heard the following:
"I sure hope things will change."

But the only way things will change for me is when _____. Or we've heard:
"I don't know why I am this way."

You are the way you are because that's the way _____.

*If you really wanted to be any different, you would be in the process of changing right
_____.* - Fred Smith

"We cannot become what we need to be by remaining what we are." - Max Depree

3. When you make the right _____, other things begin to turn out right.



Six Steps to Successful Personal Change

Is there anything worse in life than running into someone who thinks they've arrived? That they've made it? As you work through the **Six Steps to Successful Personal Change** remember, it's *personal*. It's not about Jon or Sally at the office. This is for you. It's for all of us.

Step 1. When you change your _____ you change your _____.

What you believe is something that was previously a thought. And your beliefs drive you. So, if you are able to change your thoughts you will be able to change your behavior.

"Life consists of what a man is thinking about all day." - Ralph Waldo Emerson

Thoughts About Thinking

1. Everything begins with a _____.
2. What we think determines _____ and who we are determines _____.
3. Our thoughts determine our _____ and our destiny determines our _____.
4. People who go to the top think _____ than others.
5. We can _____ the way we think.

"The actions of men are the best interpreters of their thoughts." - John Locke

The #1 Challenge to Making Personal Changes _____

"Major Premise: I can control my _____.

Minor Premise: My _____ come from my thoughts.



Conclusion: I can control my feelings by controlling my thoughts.
Because few people control their thinking, they fail to control their lives.

Consider this bit of wisdom from author Gordon MacDonald on the importance of a sharp mind.

"In our pressurized society, people who are out of shape mentally usually fall victim to ideas and systems that are destructive to the human spirit and to human relationships.

They are victimized because they have not taught themselves how to think, nor have they set themselves to the life-long pursuit of the growth of the mind. Not having the facility of a strong mind, they grow dependent upon the thoughts and opinions of others. Rather than deal with ideas and issues, they reduce themselves to lives full of rules, regulations, and program."

- Gordon MacDonald

With MacDonald's words churning in your mind be encouraged, then, to:

Think _____ - This allows you to see beyond yourself.

Think _____ - This allows you to remove distractions.

Think _____ - This allows you to get out of your box of limitations.

Think _____ - This allows you to have a foundation for change.

Think _____ - This allows you to have a plan for change.

Think _____ - This allows you to look for and receive the best.

Think _____ - This allows you to gain a true perspective of yourself.

"Although not all change is the same, there is one common element to change...Thinking."

- The 7 Levels of Change

When you break down the process of thinking into a manageable number of steps, you reduce the perceived risks associated with change. These seven levels of thinking require seven corresponding levels of action.



REMEMBER: *“Being creative is when you think about your thinking.
Being innovative is when you act on your ideas.”*

The 7 Levels of Thinking

Level #1 _____ - Doing the right things.

Level #2 _____ - Doing things right.

Level #3 _____ - Doing right things better.

Level #4 _____ - Doing away with things.

Level #5 _____ - Doing things other people are doing.

Level #6 _____ - Doing things no one else is doing.

Level #7 _____ - Doing things that “can’t” be done.

Step 2 - When you change your _____ you change your _____.

Belief is the knowledge that we can do something. It’s the inner feeling that what we undertake, we can accomplish. For the most part, all of us have the ability to look at something and know whether or not we can do it. So, in belief there is power: our eyes are opened; our opportunities become plain; our visions become realities.

Our beliefs control everything we do. If we believe we can or we believe we can’t, we’re correct. Accomplishments are more than a matter of working harder; they are a matter of believing positively.

It’s called the “sure enough” factor. If you expect to fail, “sure enough” you will. We become on the outside what we believe on the inside.

“The only thing that stands between a man and what he wants from life is often merely the will to try it and the faith to believe that it is possible.”

- Richard M. Devos

Beliefs That Help Me to Change

1. Change is _____ - I need to change.
2. Change is _____ - I can change.
3. Change is _____ - I will be rewarded for change.

Basic Beliefs That Motivate John Maxwell

1. God has a plan for my life.
2. I can know God's plan for my life.
3. God wants me to be successful.
4. I must continually be obedient and change to be successful.
5. When I grow and change, I add value to myself, others, and God.



REMEMBER: *A belief is not just an idea a person possesses; it is an idea that possesses a person.*

Step 3 - When you change your _____ you change your _____.

"Blessed is he who expects nothing, for he shall receive it." - Ben Franklin

"The first and most important step toward success is the expectation that we can succeed."

- Nelson Boswell

Positive Expectations Produce:

- | | |
|---------------|---------------|
| 1. Excitement | 4. Confidence |
| 2. Conviction | 5. Commitment |
| 3. Desire | 6. Energy |



TIP: *How do you possess these six qualities? Change your expectations.*

Step 4. When you change your _____, you change your _____.

“That which holds our attention determines our action.” - William James

The Importance of Developing A Winning Attitude

We cannot take people on a trip that we haven't made. Too many leaders try to be travel agents instead of tour guides! The travel agent sends people off with a brochure and says “Have fun!” But a tour guide takes people into an experience—somewhere they've already been. If we want to go where great leaders have gone we must be willing to do what they did in order to do what they do.

When we change our attitude towards something we wish to accomplish then our behavior will follow that change.



REMEMBER: There is no improvement except through change.

Step 5 - When you change your _____, you change your _____.

“How can you know what is in your heart? Look at your behavior. There is no better sign of the heart than the life.” - LeRoy Eims

Life isn't fair. It isn't going to be fair. Stop sniveling and whining and go out and make it happen for you.

“In business I see too many people who expect the financial tooth fairy to come at night and remove that ugly dead tooth from under the pillow and substitute profitability just in the nick of time at the end of their fiscal year.” - Dick Butler

Two Mistakes We Make:

1. We wait for God to change our _____.
2. We wait for our circumstances to change our _____.



TIP: *If change is not awkward, it is not change. Awkwardness is natural. If people aren't feeling awkward doing something new ... they're not doing something new.*

Step 6 - When you change your _____ you _____!

1. Change makes a person feel _____, even if others are going through it.
2. It is easier to turn failure into success than an _____ into a _____.
3. _____ is the foundational principle for all change.
4. *"Ask the God who made you to remake you."* - Norman Vincent Peale

Without God – I cannot.

Without me – He will not!

WEEK TWO | REFLECTION**MY CHOICES**

1. What three attitudes most drive my decisions day to day?

1. _____
2. _____
3. _____

2. What three attitudes would I most like my decisions to be driven by day to day?

1. _____
2. _____
3. _____

3. What steps can I make to actively choose the right attitude each day?

1. _____
2. _____
3. _____

CHANGE

1. On scale of 1 to 10, how great is your desire for change?

1 2 3 4 5 6 7 8 9 10

2. What relationships, results or circumstances in your life would you like to change? What thoughts, attitudes, and behaviors should you examine and change to help improve those aspects in your life?

3. Evaluate your “awkwardness” as it relates to change. Are you challenging yourself and your business with real change or are you settling for status quo? What can you do now that will push the envelope and make things a little more awkward for you?

4. What do you expect from yourself in your current role? Knowing that your expectations dictate your attitude, what expectations can you begin to set for yourself in order to set the bar higher?

WEEK TWO | TAKE ACTION

1

Today you can begin to make real change in your life. But in order to do that you have to be willing to evaluate the ways you think.

Review **The 7 Levels of Thinking** below. This week tackle one level per day. Evaluate your level of thinking with the corresponding action. Write out your observations. Which are you already doing well? Which levels need work and how can you improve?

The 7 Levels of Thinking

LEVEL 1 | EFFECTIVENESS - Doing the right things.

SUNDAY

LEVEL 2 | EFFICIENCY - Doing things right.

MONDAY

LEVEL 3 | IMPROVING - Doing right things better.

TUESDAY

LEVEL 4 | CUTTING - Doing away with things.

WEDNESDAY

LEVEL 5 | COPYING - Doing things other people are doing.

THURSDAY

LEVEL 6 | DIFFERENT - Doing things no one else is doing.

FRIDAY

LEVEL 7 | IMPOSSIBLE - Doing things that “can’t” be done.

SATURDAY

2 How do I change my attitude?

Here are some channels for change. Daily review this chart. It is designed to:

- Encourage you in your pursuit of change.
- Direct you so you won't lose momentum.
- Fill you with the right information.

Go through the following choices. Write out your answers as it relates to each choice within you:

I. THE CHOICE WITHIN YOU

Choice 1 - Evaluate Your Present Attitudes

Are my attitudes today pleasing to those whom I value and me?

YOUR ANSWER:

Choice 2 – Decide Whether Your Faith Is Stronger Than Your Fear

Do I believe action is possible on my present fears?

YOUR ANSWER:

Choice 3 - Write a Statement of Purpose

Have I written, verbalized, and acted on a plan to change my attitude?

YOUR ANSWER:

Choice 4 – Determine if You have the Desire to Change

Change is possible if I want it badly enough. Am I willing to pay the price?

YOUR ANSWER:

Choice 5 – Live One Day at a Time

Am I allowing tomorrow's troubles to sap me of today's strength?

YOUR ANSWER:

Choice 6 – Change Your Thought Patterns

That which holds our attention determines our action. Am I thinking on the right things?

YOUR ANSWER:

Choice 7 – Develop Good Habits

Am I repeatedly acting on positive habits to overcome negative ones?

YOUR ANSWER:

Choice 8 – Continually Choose the Right Attitude

Am I choosing an attitude that helps me make the necessary changes?

YOUR ANSWER:

II. THE OPPORTUNITIES AROUND YOU

Opportunity 1 - Enlist the Cooperation of a Good Friend

Do you meet regularly with a friend who helps you?

YOUR ANSWER:

Opportunity 2 - Associate with the Right People

Are my friends helping or hindering my changes?

YOUR ANSWER:

Opportunity 3 - Select a Model to Follow

Am I spending time with a person I admire?

YOUR ANSWER:

Opportunity 4 - Learn from your Mistakes

What recent mistakes have I made which caused me to change?

YOUR ANSWER:

Opportunity 5 - Expose Yourself to Successful Experiences

What positive event or person will I see today?

YOUR ANSWER:

III. APPEALING FOR POWER BEYOND YOUR OWN

While not everyone would consider themselves a person of faith, as John does, those who do may consider this approach helpful in their decision making.

John says God helps us to make changes that we have trouble making on our own. How can prayer and religious reflection help you change your attitude? Write out a “prayer” below. List the areas you know you need help in for change to occur in your attitude.

[illegible]

Answers: Cannot; I Change; You Want To Be; Now; Personal Changes; Thinking; Beliefs; Thought; Who We Are; What We Do; Destiny; Legacy; Differently; Change; Feelings; Thoughts; Feelings; Big Picture; Focused; Creatively; Realistically; Strategically; Possibilities; Reflectively; Effectiveness; Efficiency; Improving; Cutting; Copying; Different; Impossible; Beliefs; Expectations; Personal; Possible; Profitable; Expectations; Attitude; Attitude; Behavior; Behavior; Performance; Circumstances; Behavior; Performance; Change Your Life; Alone; Excuse; Possibility; Hope.