

# Leadership Assessment

The questions start with do I ?

Rate them 1 to 4 with 4 -being high

meet new people?

exercise regularly?

Have deep interesting conversations?

Have a leadership/home balance?

Learn new things?

Go new places?

See that I have things to be grateful for?

Set aside time for reflection?

Express my feeling well?

Use my inside voice?

Eat well?

Plan with goals and objectives?

Commit myself to myself for improvement?

Make time for my friends?

Make the world a better place because I am in it?

Reassess from time to time?

## **Leadership Self-care**



**GFWC California Federation  
of Women's Clubs  
2020-2022**

## Leadership self-care

Why is this important for you?

You will:

- Reduce stress levels
- Relieve anxiety
- Managed your time better
- Connect with others & be more productive

And because of those things you will be able to:

- Achieve your goals
- Be a more understanding leader
- Be more productive
- Most important to you, have more time for other things



## Things I am grateful for

- ♦ What makes you happy
- ♦ What is in your life that you love
- ♦ What is something you can't live without
- ♦ What is your favorite food, color or place
  - ♦ What have others done for you
  - ♦ What have you done for others
  - ♦ What makes you laugh
  - ♦ What make you sigh with relief
- ♦ Who is someone you don't want to live without
  - ♦ What is your favorite subject
  - ♦ What do you still want to learn about
  - ♦ Where do you still want to go
- ♦ What do you wake up every morning glad to see



# Exercise

Schedule exercise whenever you can

- ⇒ Ride a bike
- ⇒ Walk alone or with friends
- ⇒ Do Yoga
- ⇒ Run
- ⇒ Skip
- ⇒ go to the Gym



⇒ Do an Exercise DVD or class

⇒ Make it something fun for you



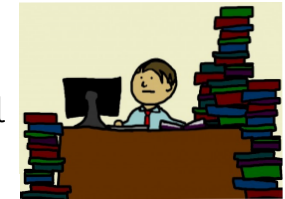
## Develop goals:

Daily, weekly, monthly & yearly goals

This is what you want to do or what your committee or club what to achieve in a space of time. The more you plan the better you will become at planning.

### **Objectives:**

These are the steps you will take to reach your goals.



Start with the first thing you need to do and arrange the steps in the order you need to accomplish each step. It is like a shopping list with items needed from different stores arranged in the best order to get them done.

- I need cat food from the pet store then
- go to the hardware store for nails then
- go to the drug store for meds then
- go to the meat market for hamburger
- go to the produce market for tonight's veggies

Soon you are done with your shopping.

Everything you do from shopping, to writing & sending out an agenda can have a goal with objectives. It works for everything.

## Outline leadership work weekly

After you have set your goal figured out your objectives  
Now make an outline for one of those items:  
Goals and objectives for an agenda may look like this.

**Monday:** Write down all I need to put on my agenda for Fridays meeting.

**Tuesday:** Check & see if there are any additional items from members.

**Wednesday;** Split them up into the sections they go under. New business, committee reports, unfinished business, meeting starting ceremonies, fun things we will do, this month's spot light member.

**Thursday:** Print special agenda for the Secretary & myself with enough for members



## The Physical & Mental Strength Required

Yes, it requires physical and mental strength or energy to be a leader. You must be “ON” when you are at a meeting, giving a workshop or giving a speech.



- 1) Get plenty of sleep. Be well rested.
- 2) Take breaks when you need too. People understand you are only human.
- 3) Have one less cup of coffee or tea if you need too.
- 4) Learn when you have had enough and respect that.





## Practice mindfulness

Have your mind ready with easy to reach memories & information. Be open to new ideas with enthusiasm. Ready for new challenges. This will help you with decision making & effective leadership.

- 1) When you don't feel mindfulness take a 5 minute break to relax and enjoy something else, walk away for a short break, have a coffee or tea.
- 2) Do some reading about mindfulness. Find something that helps you come back to the mindfulness. You may have to work at this.
- 3) Do it at the right time for YOU. Try different times of the day, mornings sometimes are the best because you haven't started anything yet. But do what is best for you.

## What you eat makes you a better leader

Food, friend or foe?

Meals: do you live to eat or eat to live?



Veggies, eat the colors of the rainbow

Lien protein, good for all of us

Small snacks are often helpful

Meals with friends, make it about the friends not the food

How much coffee, tea or soda pop is too much?

Sweets should also have a limit.

Only you know when you have had enough.

Try to let your food choices be a part of making you a better Leader.



# Be the real you

Be kind

Be honest

Be genuine



Be you

Be calm

Be generous

Be unafraid

Be gentle

Be loving

Be positive

Be tough

Be the best you



# Reflect on Why things did or didn't work

## Ways to do just that

Write down what happened at an event or talk right away.

Don't miss key items or details

How did you feel towards others & what happened

Let your mind wander, write it all down

## Now reflect

Write down actions that you can do?

What do you need to do differently?

How can you do it differently?

Will you do it differently?

What do you need to do the same?

How do you feel about doing it the same?

What do you need to learn?

What do you need to practice?

Be positive about what you need to do or not do?

Understand what happened.

Think about ways to keep it happening again or keep it from happening again.

