

## **September 2020 Hot Topic**

In this Hot Topic we are going to talk about some leadership ideas such as Self Awareness & Situational Awareness and Communication Skills.

### **What is Self- Awareness?**

“The ability to accurately recognize your own emotions, thoughts and values” add to that the fact you need to understand and assess your strengths and weaknesses correctly, not what you wish but what they are. When you do this assessment, you must also be thinking of what you want to grow into. Where do you want to be in a month, six months, or a year? Don’t be a Debbie Downer when doing this assessment be someone standing on level ground and be heartfelt, honest, confident, and optimistic.

We all have a good understanding of what I mean by self-awareness. Now what it means for us in leadership roles that we know what we are good at and what we need to work at. We all need to work at something. It will help us understand what our leadership style is. Just like some of those crazy leadership test we have all taken over the years. If our lipstick is bent in this direction, we are a strong leader or a leader who likes this or that. Admit it we have all taken some of those tests.

Honestly not all tests are bad. But make sure you know the test you are taking. My husband took these tests for years and was always disheartened buy what they told him. They all said he could write and had little else he could do. He ended up at the local Airport as a manager of over 16 people who loved him because he allowed them to use their skills to their best abilities. A good people person, it never showed up on any test. That he was a good manager and

good with people. His people worked hard for him because of his abilities to relate to them and help them do better and promote out of his department.

You can take classes and learn Self Awareness. But I will give you several pointers to help learn self-awareness. I know that at this time it may be hard to find a class room setting for this stuff and you may not want to take more zoom meetings or class rooms may not be your thing.

- 8 Self Aware items you can do without a classroom
  1. Look at yourself objectively. We have already talked about this. Honesty is what will help you here.
  2. Journaling is a great method. Because as you grow you can see the changes.
  3. Write down your goals and plans to give those goals. Prioritize. A goal without a plan is just a wish. You must attach a plan to even a simple goal so that goal can come to reality. Plans can be simple; in fact, a simple goal and plan is better than a very complex goal and plan
  4. Make lists with priorities. Put what needs to do done first on the top of the list. If you have to rewrite that list to arrange your number one priority on the top. Do it every time you cross something off the list. Notice if you are doing things on the bottom of the list first and not your one item. Fix that do number one first.
  5. Daily self-reflection, or I like to call it thinking things through to the logical end. Don't stop in the middle. Many people stop in the middle and don't finish the plan or thought.
  6. Engaging in meditation or other mindfulness habits. This is the hot thing in leadership right now! Sit and

think while relaxing and drinking a cup of tea or coffee. Sit and look at nature in your backyard. Go to a park and watch kids play. Remove yourself from where you are in some manner and go somewhere else for a few minutes. Read a book.

7. The management types say to take test on your personality. You already know I think these tests limit you and set you up to fail, your choice. Be outside the box and think out there. Work out there and be the best you.
8. This is a hard one. Ask someone you trust to tell you who they think you are. My BFF always tells me asked or not. This is you or this is not you. I don't have to ask. There is that kind of trust with us.
9. I don't work anymore and many of you do not work anymore but if you dare ask someone at work. It is who are you comfortable with opening-up too. This is an only if you are comfortable, very comfortable with.

### **What is Situational awareness?**

Situational awareness- the simple answer is knowing what is going on around us. Or as the perception of the elements in the environment within a volume of time and space, the comprehension of their **meaning** and the projection of their status in that time limit. I like the simple answer.

It means we can see what is happening in the club when others can't. We all know people who can't see the trouble brewing in the club because they insist on doing things "the way they have always been done." They can't see that the new members will leave if we don't give them some say in how the club is run. The new members don't like

Bylaws being used as weapons and the old ways used as weapons. As a leader you must stop this behavior. This sense helps you see it and hopefully stop it before you lose members.

The management stuff I have been reading is mostly talking about outside forces and market forces. As Club Women we need to talk about interpersonal relationships. I won't talk about it much here because it needs its own little booklet. "Dealing With Difficult people." We all have them, and we must keep them. We must deal with them.

Why else would we need to know about this thing called Situational Awareness. I know you may not think of this, but it does help us identify criminal behavior and other dangerous situations. We have had members steal a great of money, a member's guest has touched other members in a threatening way, and in this world, disease. We must know what to do in these cases or better yet who to contact for help in these cases. The first two are simple call the Police or Sheriff Department and file a complaint. Many of you have just rocked back in your seats saying I would never do that. You had better start doing that. You then have it on record that it happened, and you did something to correct the situation. Law Enforcement will tell you who to contact next and what you can or cannot do. Listen to them. The last one we are all living now. I have no answer for but to listen to the medical people and our Governor. Things are changing daily.

The good or happy answer for this is you find out about grants and low cost loans for non-profits. You may find out

about gifts, in-kind or money, from members or other societies or fairs, city event or county events to set up tables at so that you may look for members, or just fun places for a member outing. Clubs that have Club Houses may find a good long term renter. Keep watching out there for all kinds of things. Be aware of what is happening around you and your club house.

### **What are Excellent communication skills?**

Good leaders are most often good communicators. Communications is a core function or skill for leaders. In any organization or club, a leader must be able to let members know what their vision is. To clearly explain what that vision requires good communications skills. A leader needs to get ideas that may be complex across and must share information coming from a multitude of sources in ways everyone can understand. Communications means writing, talking and non-verbal body language.

One of my favorite ways to explain a good speech or write article or just to talk to people. Is the Kiss method. "Keep it Simple Silly" the last "S" can be other words. But the idea is don't use or talk using big word designed to impress people. Sometime a big word is the only word that fits, use it then. Don't use jargon if you can help it.

Never, never use acronyms, they are like inside jokes, they are not funny. They prove you are not as smart as you think. There again there are some exceptions but even the exception shouldn't always be used. We use GFWC & CFWC a lot. We believe everyone knows what they stand for and that is not correct. New members do not know what the letters mean when I give speeches I have to stop and explain them to the listeners. Also remember that my

favorite one to hate is TWC or TVWC or TAWC when writing your reports doesn't the word Club work much better. It doesn't jar the reader or the listener. This is not about what you can use legally but what is good or even great communications.

My boss use to hand back reports asking who are you writing for? His rule which is a good one is "Never use a five dollar word when a one dollar word will work better." We have to be careful the we are not vocabulary snobs. We also do not have to use all the descriptive words we know in reports. You would not do it when you are talking why are you doing it in your writing?

One last thing- watch the eye rolling, crossed arms, dragger looks, hip rolling, and stamping feet. Do the smiles, nods up & down, hand-shakes, or now days, elbow taps, fist bumps, raising both your hands over your heads in celebration. These things communicate as much if not more than your words.

I hope you enjoyed this extended bit on a couple of leadership ideas you may not have thought of. Send me your ideas for other 12 page booklets. I have a few up my sleeve, yet. I hope you are printing them out. They do look much better and make more sense when you print them out and put the m together in the correct order. They have page number on them and they should be printed

1,12	cover & back page	11,2
3,10		9,4
5,8		7,6

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