



Self-Leadership



Essential for your leadership development, increasing your **ownership and confidence** and **staying relevant** for the **world of work**, which is dynamic and unpredictable.

Everyone can practice self-leadership, but not everybody does.

The practice of self-leadership is to constantly develop your '**inner game**' (mindset) and your '**outer game**' (the actions you take).

↔

It is a process of recognising and improving your own leadership and of having a developed sense of:

- **who** you are
- **what** you can do
- **where** you are going.

A job title does not make you a leader!



Self-Development



Self-development is the **capacity and action** to grow your self-awareness, abilities, talents, and skills in order to improve your quality of life.

This personal development may be done at any time and in any place, with or without the help of others.



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Self-Awareness



Self-Awareness is the foundation of all elements of self-development.

It is much more than your personality assessment — it's **learning to observe yourself through your and other people's eyes.**

It is knowing:

- Your **intentions and values**
- What can **'push your buttons'** and derail you.





Self-Awareness



By being self-aware and making your own decisions, you become **accountable for your actions.**

You motivate yourself to **push forward and build** your self-regulation and communication skills.

This way, you **achieve** both your development goals and your organization's goals.



When you enter the world of work, your self-awareness needs to be sharp and intelligent.

Observe others first, listen and learn before projecting your thinking.



Self-Management



Charles Swords

With self-awareness comes self-management – also known as self-mastery. Mastery over yourself requires **dedication, patience, and a strategic approach.**



- **Set Clear Goals**
Begin with a **vision** of what you want to achieve, who you ultimately want to become.
- **Develop a Growth Mindset**
A growth mindset is the **belief that abilities and intelligence can be developed** with effort and perseverance.
- **Cultivate Self-Discipline**
Self-discipline is the backbone of self-leadership. It involves **making decisions that align with your goals.**
- **Embrace Continuous Learning**
Lifelong learning is essential for personal growth. Seek knowledge through books, courses, and experiences. Stay **curious and open-minded.**



Your Core / Personal Values



Charley Swords

We don't create our **personal values** we **discover** them. They are like signposts that guide our behaviours, actions and decisions.

Knowing your values is part of building your awareness and understanding your motivations.

Take time to **list your core or personal values** – think about what is important to you in terms of:

- How you like to be treated and how you treat others
 - How you work and apply yourself
- What it means to be respectful of yourself and others – and ultimately to be respected by others
 - What trust means to you
 - Honesty ..
 - Teamwork ..
 - Empathy ..





Know Your Strengths & Weaknesses



Self-leadership is about being **grounded and realistic** about what you are **good** at, and what needs **improving**, this leads to true authenticity and humility.

Self-confidence comes from knowing your strengths and abilities and as you develop additional skills, you become more confident.

Take time to review the strengths and weaknesses in the table.

Assess yourself against them and write out your own list of strengths and weaknesses – or areas that need to be improved.

Add in other points that are specific to you. To get a real understanding of this, ask your family and some trusted friends to also do this exercise for you and then merge the results.

Strength	Weakness
<ul style="list-style-type: none"> • Being punctual. • Accountable. • Focused on given work. • Organizing ability. • Creativity. • Good in decision making. • Ability to analyse. • Leadership Skill. • Being extra careful in doing other's work. • Problem solving • Ability to understand other people's view • Managing other people. • Speaking to the point. • Good at arguing. 	<ul style="list-style-type: none"> • Do not always stick to my plan. • Co-ordinating with others. • Easily lose confidence in myself. • Sometimes get demotivated. • Laziness. • Bad at public relations specially when talking to new people. • Weak in presentation skill. • Stage fright. • Procrastination. • Time Management issues. • Reluctant to work alone. • Too sensitive in certain situations. • Bad at report and letter writing. • Overthinking. • Reluctant to read long passages.

Your Personal Growth Plan



A personal growth plan, or your roadmap to success, empowers you to **take deliberate actions** toward becoming the **best version of yourself** by:

- Identifying **clear** goals – short, medium and long-term
- Setting **realistic** timelines – the world of work moves at a much faster pace than college, so factor in time to adjust, learn and then apply your timelines to cater for all elements of your life
- Employing **strategies** for achieving them – what steps do you need to take, to achieve your goals.



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Your Personal Growth Plan



- **Identify Your Dreams:** Start by identifying what you truly want in different areas of your life—career, personal development, relationships, and health. Be honest and bold in your vision.
- **Reflect on the Present:** Conduct a self-assessment to understand your situation. Identify your strengths, weaknesses, and any obstacles that might stand in your way.
- **Set Your Goals:** Based on your desires and current reality, choose specific, measurable, achievable, relevant, and time-bound (SMART) goals.
- **Create A Plan:** Break down your SMART goals into smaller, manageable tasks and milestones. Determine what skills you need to develop or supporting habits to form to reach these goals.
- **Gather Your Crew:** Identify mentors, coaches, or supportive friends who can provide guidance, motivation, and accountability as you work towards your goals.
- **Review and Improve:** Review your progress regularly, celebrate your wins, and adjust your plan as necessary. Remember, the path to personal growth is rarely a straight line.





SELF-DIRECTION





Your Vision



“If you don’t know where you are going, any road will take you there.”
(Ugandan Proverb)

What does your ‘Future Self’ look like?

Your life's vision defines **who you want to be in the world, what you want to be known for** (ultimately your legacy) and the set of **experiences and achievements you aim for**.

It is a clear, concise summary of your personal and professional goals and your dreams for the future.

It is a guide for making decisions based on your **values**, and it helps you **stay focused** on the goals you want to achieve.



Your Vision



Charlie Swords

To develop your vision, it is important that you have:

- Identified your core values
- Done some big-picture thinking about the successes in your life, in all areas – family, friends, work colleagues, social interests etc.
- Considered some areas where you believe you can, and want to, make a difference – in your life, that of your family, friends, work or in society at large – local or global etc. You need to be specific here.
- Identified a BIG goal you want to achieve, and by when.

Write out your vision, and keep refining until it resonates deeply with you.

Then if you feel this will help you to visualise your future self more, develop a **vision board**...





Your Vision Board



This is a **visual representation of your goals**, in full colour containing all kinds of images and snippets of text that represent what you're trying to accomplish.

It relates to your **life direction** and there are really no rules when it comes to vision boards, since it's about crafting something that will inspire you to realize your dreams and goals on a daily basis.

Some vision boards hone in on a singular idea, while others look at the bigger picture of what you might want the future to look like.

Creating your vision board is a fun and exciting exercise as you are visualising your goals in an impactful and positive way, to guide you and to keep you on track in your thinking!





Self-Motivation



Your **internal drive** that leads you to take action towards a goal. It keeps you moving forward, even when you don't want to.

The psychology of self-motivation encompasses various interconnected factors that influence your drive and determination to achieve your goals by:

- empowering yourself
- seeking proper training
- understanding the consequences of your actions
 - making informed choices
 - fostering effective communication
- recognizing the importance of both independence and interdependence.



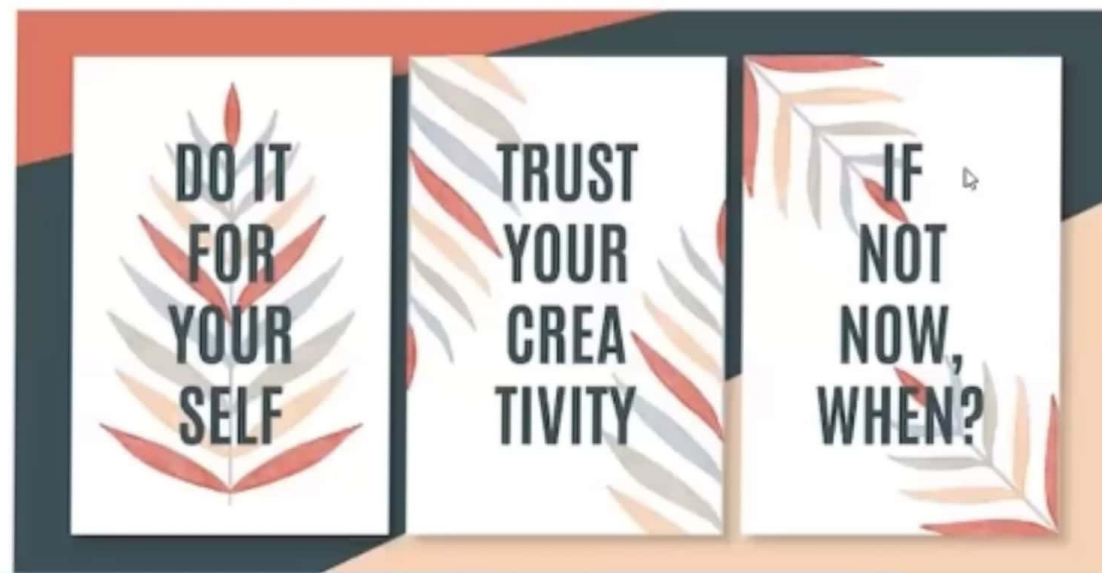


Self-Motivation



Embracing your personal power, continuously improving your skills, adapting to setbacks, and engaging in meaningful interactions with others are all essential elements in cultivating and maintaining self-motivation.

Remember that self-motivation is a dynamic process, and it requires effort, reflection, and perseverance.

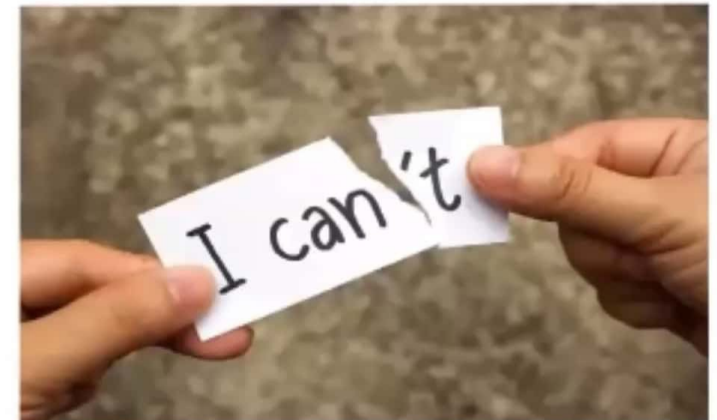




Tips to Improve Your Self-Motivation



- Put your goal on the calendar – it should be part of your growth plan.
- Make working toward your goal a habit – one step every day.
- Plan for imperfection – there is no such thing as perfection, only growth.
- Set small goals to build momentum – break your big goal down into manageable steps.
- Track your progress – set a weekly or monthly review.
- Reward yourself for the little wins as well as the big ones – recognise your successes.

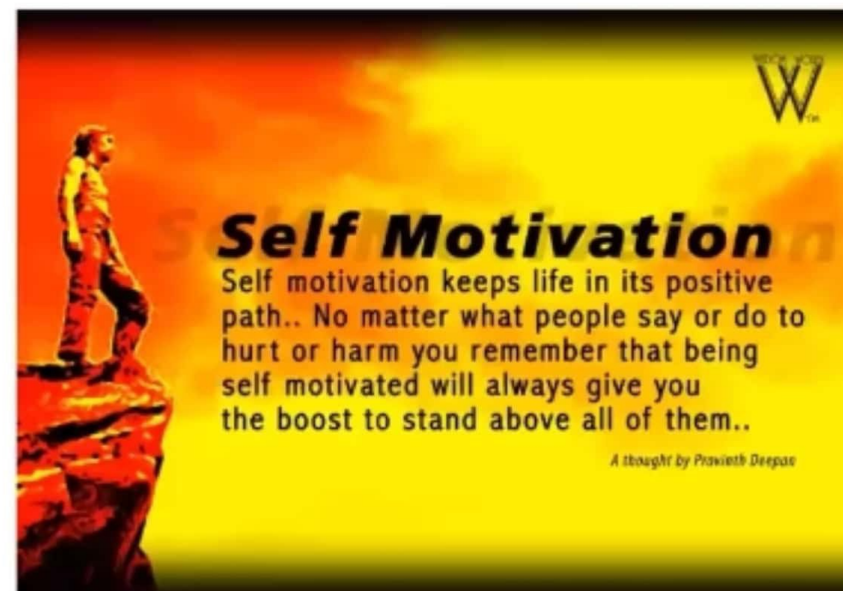




Tips to Improve Your Self-Motivation



- Embrace positive peer pressure – but don't try to keep up with your peers – your journey will be unique to you.
- Practice gratitude (including for yourself) – start a daily journal.
- Do some mood lifting – develop habits to lift and keep your spirits high.
- Change your environment – if you feel it carries a 'heavy' energy, move out to nature or by the sea etc.
- Remember your “why” – what is your purpose in life and in taking each next step.





SELF-TALK





Self-Talk



Otherwise known as your **inner voice**, it is the way you talk to yourself.

This inner voice combines **conscious thoughts** with inbuilt **unconscious beliefs and biases** to create an internal monologue throughout the day.

Positive self-talk is an internal dialogue that makes you feel good about yourself. You can use positive self-talk to think optimistically and feel motivated. Identifying negative self-talk is the first step toward thinking more positively.

Negative self-talk can stem from childhood events, such as critical parents or bullying at school, which plant a seed of self-doubt that grows over time. Negative feedback or traumatic experiences can also leave a lasting impact, leading individuals to internalize feelings of inadequacy or failure.





The Danger of Negative Self-Talk



The problem with negative self-talk is that it **typically does not reflect reality**, and so it can convince people, wrongly, that they are not only not good enough, but that they can never get better, paralyzing them into self-absorption and inaction.

People with depression and anxiety frequently experience **destructive and dysfunctional self-talk**; the internal chatter they hear may be incessant and overly critical.

Acknowledge your negative self-talk and then ask yourself *'where is the evidence of that'* – generally there is none!

The cells in your body react to every thought in your mind.
Negative thoughts bring down your immune system





Dealing with Your Negative Inner Voice



Even harsh self-talk can be effectively challenged and sidelined with some simple and straightforward techniques:

- rehearsing a more **constructive inner voice** with more positive tones
- learning to **address yourself in the third person**, or use your name.
- **shift your focus away from yourself and toward others** - research shows, you will then be more likely to ignore or turn off your self-criticism and become more patient, self-compassionate, and open to self-improvement or seeking help from others.

I am kind

I am strong

I am enough

I am special

I am confident

I am courageous

Improve Your Self-Confidence



- **Address your self-doubt** – identify it, understand its origins and work on tuning it out.
- **Leverage your self-doubt into confidence** – concentrate on what you know, are good at and how well you do it.
- **Eliminate the triggers** – avoid negative thinking and people.
- **Recognize your talents** – take pride in what you do well, express yourself in your talents and strengths and stop comparing yourself to others.
- **Bounce back from your mistakes** – to err is human!
- **Surround yourself with people who believe in you** – those who lift your perspective.
- **Take pride in yourself** – it feeds the soul and doesn't detract from your humility.
- **Lead from within** – if you lack confidence, you lack influence.