

Your Success Journal

The Companion Guide Book
to Leadership Foundations

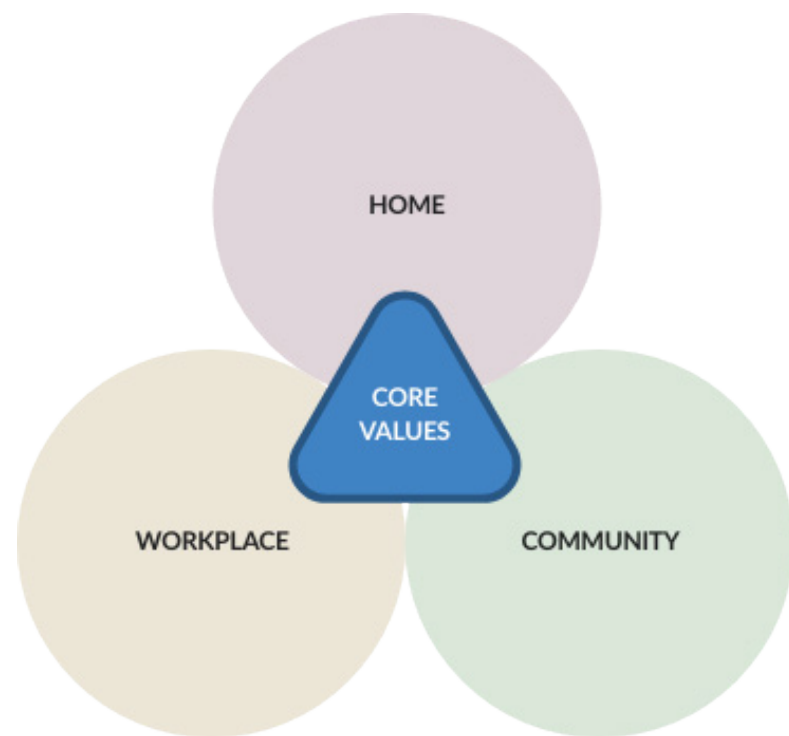


RESTORED LEADER

Restored Leadership:
A Journey to redeeming your Core Values

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Core Values:

Undeniable truths that help you make sense of self and the world.

Home:

These relationships are those you consider “family”.

Community:

They are your friends, neighbors and places of worship.

Workplace:

These relationships are with your professional colleagues and customers you serve.

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Getting The Most From Your Coaching Sessions

Who do you really want to become?

Make a list of what you want from your life at work, home and in community. Coaching fosters the realization of extraordinary results when you have a clear vision and goals.

Get to know yourself in a NEW way.

Working with a skilled coach is a powerful way to grow. Through the process, you will discover new parts of yourself and adjust to your goals to match who you have found you really are. We encourage you to and be open to redesigning the parts of your to serve your pursuit of becoming.

- Raise your personal standards.
- Redesign how you spend your time.
- Revisit the assumptions and decisions you've made.
- Identify comfort zones in which you are stuck.
- Experiment with new ideas.

Come Prepared

Our time together is precious because it's limited. When prepared, this produces excellent results. You must come with a mind and heart focused on growing. Come with an agenda, a list of topics to explore.

I have included a Primary Focus Worksheet and a Coaching Preparation form on the following pages.

Commit to Practice

Based on our coaching conversations, we will identify actions that help you move forward, towards your goals. This requires you to make a personal commitment between sessions for reflecting and practicing new ideas, learning from failures and successes.

Notes

Preparing for Conversation 1

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SCHEDULE YOUR 60MIN COACHING CONVERSATION

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Preparation: Your Story

Reflect on these questions and journal your thoughts. Be prepared to share your current leadership story in your first conversation.

Define Leadership.

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Describe the Leader you desire to become.

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What changes do you need to make to become such a leader?

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List and describe your best leadership skills

Who invests in your growth as a leader?



SCHEDULE YOUR 60MIN COACHING CONVERSATION

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COACHING CONVERSATION #1:



Outcomes

This form is to help you process your reflections.
Please complete this immediately after your Coaching Conversation.

Shifts in my thinking, or new awareness I've experienced.

My immediate next steps within 12 hours.

Redeeming Your Core

EXPLORING CORE VALUES

At The Restored Leader, we believe your Core Values are the undeniable truths that reflect how you see yourself and make sense of the world. They are your greatest asset, helping you lead with authenticity, confidence and joy.

Without identifying the Core, you're leading as if all values are equally meaningful. You know this just isn't true.

When you are able to lead through your Core Values, you're able to be present, authentic and confident in your leadership. You will find more clarity in your decision-making and you'll find more joy in your leadership in all of your spheres of influence.

AUTHENTIC & DISTINCTIVE

Core Values are set apart from other values in three distinct ways.

First, your Core Values are like **fingerprints**. They are foundational to who you are and shape who you want to become. When compromised, you feel as if you've let yourself down. You feel as if you've let others down, too. But when you're able to walk in your Core Values confidently and authentically, you will find joy in your leadership.

Second, **only you** can identify your Core Values. You can't pick them from any random list of virtues and no one can dictate them for you. Instead, you have to search within yourself to discover words that represent your unique, undeniable truth. Core Values help you make sense of yourself and the world, and they support your worldview.

Third, your Core Values will rarely be compromised if you:

1. Identify them and clearly define them in your own words.
2. Anchor them in truth or facts you can rely on, not based on feelings or fears.
3. Practise them by looking for opportunities to use them in all of your spheres of influence.

Your Core Values will become your unique operating system for life and leadership.

This guidebook is designed to help you identify your Core Values. Enjoy the journey.

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Interests & Passions

Identify your interests

These are the themes that **generate curiosity**. You pursue interests because of the experiences or results they offer you. List as many as possible without judging them.

Pinpoint your passions

Passions are what you love and cannot stop thinking about. You might find yourself arranging your life or even being distracted by your passions, causing you to accommodate your time around them. Your passions reveal deeper meaning behind your interests. List as many of your passions as possible without judging them.

Scott is an entrepreneur and family man who enjoys learning by reading books about very specific subjects. He finds time to read occasionally, but it's not a central interest in his daily life. Would he give up reading for other interests? Absolutely! Depending on the season, he may prefer skiing and summiting mountains over reading. All of these interests have a place in his life, and there are some important values that support them. But he places greater value on the outdoor activities.



ACTION STEP

List your 7 most meaningful interests and passions in the spaces to the right.

List your Interests

List your Passions

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Values

Review the interests and passions you listed in the previous section and notice if any appeared on both lists.

If you do have things listed on both lists, examine why these interests and passions might overlap. Take some time to reflect on this question, and use the space provided to briefly journal your thoughts. Consider if you should move an overlapping item from one list to another.

When sorting through your interests and passions, another distinction will emerge: your values.

Values are meaningful, durable words that explain why you pursue those interests and passions. Values are where your interests and passions converge and are often the reason behind them.



ACTION STEP:

After reflecting on your interests, passions and values, list up to 5 values in the spaces to the right.

List your Values

Redeem Your Core Values

At The Restored Leader, we believe your Core Values are the undeniable truths that reflect how you see yourself and make sense of the world. Review the list of passions and interests. Remember seasons in your life where those faded in and out of importance. The Core Values you're about to uncover will be constant throughout your life and in all of your experiences. If you have multiple Core Values, a single Core Value may take the "center stage" from one experience to the next, but the Core Values will remain with you. Imagine your Core Values to be the root that everything you do and everything you are grows out of. They are the undeniable, underlying values that are with you — at your core — no matter what.

To identify three of your Core Values, ask yourself the following questions.

1. *Does this value define what I believe to be true?*
2. *When life is chaotic, do I run to this value?*
3. *Does this value produce increased confidence, joy and undeniable peace?*



ACTION STEP

List 3 Core Values and their definitions in the spaces below. (Core Value and my Definition and Illustrate an image that best represents it.)

Core Value and Definition

1
My drawing:

2
My drawing:

3
My drawing:

For Bethany, swimming is both an interest and a passion that provides access to something much deeper. They represent a vehicle for expressing balance in mental, physical and spiritual health. Swimming is one of Bethany's passions, but balance is the Core Value she wants to build her life upon. She'll pursue protecting balance on a daily basis no matter the cost. As a result, when she leads at work, at home or in the community, she's known for her balance. She sets an example in this way for others to follow.

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Putting it together

List your Interests

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List your Passions

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List your Values

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My Core Value 1

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My Core Value 2

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My Core Value 3

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By now you've identified a usable first version of your Core Values. Congratulations! Realising the endless possibilities of your leadership begins by continuing to invest in yourself.

Your Core Values are your greatest leadership asset. Now you're ready to put these values into practise and identify ways to protect them so that your leadership results in more authenticity, confidence and joy.

Notes



Outcomes

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Please complete this immediately after your Coaching Conversation.

Shifts in my thinking, or new awareness I've experienced.

My immediate next steps within 12 hours.

Protecting Your Core

Notes

Once you've redeemed, defined and illustrated your Core Values, you will be able to confidently make choices that lead to authentic change. This change is seen through new behaviours that tell you and those around you about your character and the character of your organisation.

Core Values make us aware of behaviours that are needed to restore relationships. There will be new behaviours you need to identify and practise. As you practise, you may notice that you naturally feel a desire to protect your Core Values. And this practise helps us build up knowledge and confidence of who we are and who we desire to become in light of our Core Values.

When you see your spheres of influence through the lens of your Core Values, you'll continue to develop and clarify your definitions. You'll also identify

behaviours you need to develop in order to implement and protect your Core Values in relationship with those around you.

THIS BRINGS US TO AN IMPORTANT PART OF THE JOURNEY:

Imagine that your Core Values are a good friend of yours. You likely want to spend some intentional time with them, right? You likely arrange your calendar to make it happen.

When you're working on your Core Values, what state of mind is the most helpful? Are you stressed and distracted? Or are you at peace and present?

Just like a deep friendship, "spending time with" your Core Values brings you confidence, joy and peace. You feel at home with them. When you use your Core Values in your relationships with others, you feel confidence, joy and peace in those relationships because you're living authentically. And you likely feel "at home" in those relationships.

This confidence that you're experiencing is a result of the intentional rest that you've enjoyed when setting up time with your Core Values.

If you want to spend time with your Core Values and you want to be in the right frame of mind when you do it, we need to explore the practise or skill of rest.

You see, the most integral way to protect your Core Values is counterintuitive. Most likely, it's the last thing that comes to your mind when you read the word "protect." In his book, *The Innovative Church*, Scott Cormode describes rest this way: "Sabbath is a healthy rhythm of labor and rest." When you rest well, you can be fully present and active in every sphere of your life: you can serve God, others and yourself in the way that He designed. You're leading from a place of rest, not of striving. And that makes a monumental difference to your own soul and those under your leadership.

Let's develop your skill of rest so that you can protect your Core Values.



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You must rest in order to protect

Let's face it, the world is addicted to being in constant motion. We're always doing and striving for more. Humanity is suffering from overwork. We strive to model good works in our relationships at home, work and in our communities. But we rarely consider the vital inverse to work:

Rest.

Too many leaders neglect addressing stress, anxiety and sleepless nights. Their minds are always "on." Experiencing quality rest is key in protecting your Core Values and leading an authentic life of confidence and joy.

DO YOU KNOW HOW TO STOP?

At The Restored Leader, we believe learning how to rest is the most important discipline to protect your Core Values and experience success. And we're not just talking about sleep. The Hebrew word *Shabbat* (שַׁבָּת) means to stop, to cease and celebrate. Restorative rest means to cease spending all of your time in tiresome chaos. Restorative rest means to carve out time dedicated for celebration and taking part in the joy of being present. To become the leader you are striving to become, you'll need to practise developing an authentic rhythm of rest. You may find you need a lot more rest than you initially realise.

Resting well comes at a high price. It costs you time.

Abraham Heschel, a famous Jewish scholar wrote about rest in his book "The Sabbath." He states, "The Sabbath is the presence of God in the world, open to the soul of man. God is not in things of space, but in moments of time."

EXPERIENCE JOYFUL REST

Often attributed to Jewish and Christian culture, a full Sabbath day of rest is for people to appreciate creation and time through a day set aside for thanksgiving and joy. The Hebrew term *menuha* (מְנוּחָה) means "being at ease to have joy or delight." All rhythms of rest should help you experience increased *menuha*. That's when we know we're really resting.

What if intentional time in rest was an integral part of your leadership formation?

What would that do for your mental health?

What would that do for your clarity of thought?

Your level of anxiety?

We believe leaders need to design intentional rhythms of rest. You shouldn't rely on weekends, occasional holidays or the idea of a 3-month sabbatical as the only ways to get serious rest.

Your mind, body and soul need much more consistent rhythms of rest. To neglect daily rest is to deny your organisation and relationships from your most authentic, confident and joyful self.

PROTECTING YOUR CORE

Time is a gift that we're invited to steward well. Learning how to rest is a vitally important piece in how you protect your Core Values.

This section of the guidebook is designed to help you learn how to identify and establish rhythms of rest. If you've been practising a Sabbath for years or if this is the first time you've considered it, take your time and enjoy the process.

Next, you'll find a **Five-Moment Plan** to help you protect your Core Values by learning the discipline of *menuha*.

PRELUDE:

Prepare a Place

Find a quiet place, conducive to work for the mind, body and spirit. Set aside the right amount of time that doesn't allow you to feel rushed. Bring your results from the first section of this guidebook, Getting to the Core.

You'll need:

- This guidebook
- Your journal and pen
- Your calendar
- Your favourite think-drink

MOMENT 1:

Be Present

1. Be mindful of your breath.

Notice how it feels, the pace of which you breathe. Take a deep breath in through your nose and then out of your mouth. **Breathe out the cares of the day.**

Gently breathe and take one minute of silence.

2. Open your eyes and focus on your defined Core Values and truth anchors.

3. Be with your thoughts, and journal your reactions.

Define Rest

1. *Who in your life rests well?*

2. *What do they do to rest?*

3. *Write a simple definition of rest that is aligned to your Core Values.*

4. **Complete this sentence:**

“When I experience REST, I notice these things about me...”

5. **Take this sentence above into Moment 3.**

6. **Be with your thoughts, and journal your reactions.**

MOMENT 3:

Plan your Rest

1. Identify three 15-minute time slots in three different days as “Rest.”
2. Identify one 30-minute time slot to label “Wisdom” following your third “Rest.”

	SUN	MON	TUE	WED	THU	FRI	SAT
6 am							
9 am							
12 pm							
3 pm							
6 pm							
9 pm							
11 pm							

3. Be with your thoughts, and journal your reactions.

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MOMENT 4:

Practise Rest

Practise the Moment

1. Be Present
2. Give yourself 5 minutes grace to get into the moment and 5 minutes to leave the moment.
3. Be with your thoughts, and journal reactions.

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Receive Wisdom

1. Conduct a self-coaching exercise called the after-action review.

What actually happened?

What are themes that emerged?

What did you like about the experience?

What would you do differently?

2. Be with your thoughts, and journal reactions.

CONGRATULATIONS!

You've just experienced Protecting your Core Values.

At The Restored Leader, we believe your Core Values are undeniable truths that reflect how you make sense of the world. They are your greatest asset helping you lead with authenticity, confidence and joy. Realising the endless possibilities of your leadership begins by continuing to invest in yourself.

Notes

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My immediate next steps within 12 hours.

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Living Your Core

You've Redeemed your Core Values.
You know how to Protect your Core Values.
And now it's time to Live your Core Values.

It's not complicated. But it is an intentional way of interacting with others that you might not have much practise with yet. This next section will help you learn how to use your Core Values in your relationships at home, work, faith and community. You'll also learn how to use Core Values in the transition between each of these spheres.

As you know, Core Values are part of us. They are authentically who we are, how we see the world and help us become. A leader's journey is about becoming — it's constant redemption and restoration.

Core Values are not fancy placards we place on the wall and think about in passing. Core Values define us and shape every behaviour and every relationship. We do what we do because of the influence of our Core Values. To live your Core Values, you must live them out daily.

Your Core Values are reflected in your behaviours and actions. Your character shines. And as a result, you make confident decisions, regardless of the opinions of others.

Your Core Values help you restore the organisations you serve.


In your coaching journey, you've completed the work of identifying and protecting your Core Values. Now it's time to put them into practise in your relationships. You'll begin to see endless opportunities in each of your relationship spheres to refine the behaviours you practise while living out your Core Values.

Let's begin.

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 SCHEDULE YOUR 60MIN COACHING CONVERSATION
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Live Your Core Values

At The Restored Leader, we believe your Core Values are undeniable truths that reflect how you see yourself and make sense of the world. They are your greatest asset, helping you lead with authenticity, confidence and joy. Using your Core Values in daily conversations will increase your confidence and will allow those you lead to experience you authentically.

YOUR FIVE STEP PLAN

Here is your five-step-plan to using your Core Values in conversations:

- Step 1: Contextualise
- Step 2: Lead with your Core
- Step 3: Enjoy the conversation
- Step 4: Gain new awareness
- Step 5: Celebrate!

STEP 1:

Contextualise

What is the role you play in the relationship with this person?

What is the conversation topic?

By narrowing the topic of conversation, you'll have boundaries for a productive conversation.

What does success look like?

Imagine the ideal outcome of the conversation. Consider your conversation partner's perspective as well as your own.

STEP 2

Lead with your Core

Which Core Value should lead the discussion?

Given the context of the conversation, there should be a Core Value that helps ensure a successful conversation. Review your definition of the Core Value and its truth anchor.

What specific behaviours will help you achieve success?

Your Core Values reveal a list of positive behaviours that must “show up” to the conversation.

How will you be distracted?

Each relationship has unique triggers that produce unproductive negative behaviours in you. Please list a few. Go back to your Core Values and reflect on ways to overcome these potential distractions.

STEP 3:

Enjoy the conversation

Stay present in your conversation. It’s a great way to honour your conversation partner. Staying present shows gratitude to them. Allow your Core Values to guide you throughout this interaction.

STEP 4:

Gain new awareness

Take some time immediately following the conversation to conduct a self-coaching exercise called the after-action review (AAR). This reflection is most effective if done no later than 24 hours after the conversation.

What happened during your conversation?

Notice what comes to mind as you consider all aspects of your conversation.

What did you do well?

Consider your behaviours through the lens of your Core Values. Pick one key highlight of your interaction that you wish to continue to build on in your relationship.

What could you improve next time?

Consider one key area you can start or stop that would bring greater success to the relationship.

STEP 5:

Celebrate!

As you practise integrating your Core Values into daily conversations, it may feel forced and awkward at first. But with time, these will become second-nature and soon every interaction will be a natural reflection of your Core Values.

This is an integral mark of a Restored Leader.

Core Leadership Skills

At THE RESTORED LEADER, we believe anyone can learn to lead with greater authenticity. It will require skills. The journey of leadership is about growing to become a more authentic, confident, skilful version of you who delights in your calling.

The first step is to understand the five skills of a RESTORED LEADER. When developed towards mastery they become powerful foundations of your leadership. You'll be known by how you use these skills. People will know why they follow you.

Take the baseline assessment to get an overview of how they fit into your leadership approach today.

Please rate yourself on a scale of 1 to 10.

1 = Non-existent **10** = This is already my personal brand

1. Live the Way

Restored leaders model their Core Values in every relationship. They're known for their character and inspire others to become the best versions of themselves.

1 2 3 4 5 6 7 8 9 10

2. Be Present

Restored leaders are extremely aware of distractions and know how to refocus on what's important and in front of them. When they engage in conversations there is focus and no rush, making the other feel significant and respected.

1 2 3 4 5 6 7 8 9 10

3. Courageously Curious

Restored leaders ask more open ended questions that deepen thought, collaboration and stimulate action. They help their organisations explore possibilities not dead ends.

1 2 3 4 5 6 7 8 9 10

4. Embrace Discomfort

Restored leaders understand the enemy of authentic success is comfort. They know growing in authenticity is both painful and rewarding. It requires challenging systems and always realigning to Core Values.

1 2 3 4 5 6 7 8 9 10

5. Be Grateful

Restored leaders know, the attitude of the heart must always be of thanksgiving. In all seasons of leadership becoming a grateful human overflows in appreciation to others on the journey. They find ways to show this uniquely in every relationship.

1 2 3 4 5 6 7 8 9 10

Notes

Isolate and develop

Isolate a leadership skill from your self assessment that you are interested in further developing.

Now, explore the right mixture of learning that best fits your personal style. The way you best learn may be a hybrid approach of reading, listening, watching or doing. To mark progress, your skill must be practiced and reviewed frequently.

In the space below write down the skill you've identified and the ways you'll begin developing it. This may include brainstorming what resources you need to begin the development journey.

What resources do you need to begin the process of developing this skill?

Your leadership development plan

Alongside your coach, you'll design your unique leadership development plan that will guide you in your coaching conversation and beyond.

Vineyards that produce excellent fruit have two important structures to support the vine's growth and maturation. One structure is the plant's deep roots while the other is the trellis that the vine grows on.

Imagine that your leadership is the growing vine in this vineyard.

The deep roots are your Core Values – roots are the source of nutrients for the vine and your Core Values are the source of the undeniable truths that reflect how you make sense of yourself and of the world.

The fruit that grows on this vine is your "leadership fruit:" your character, behaviors, and skills that require constant inspection and pruning, so you can become the best version of yourself. This fruit indicates your success as a growing leader.

A leadership development plan represents a trellis for growth. A trellis is a simple structure that helps direct the growth of the vine. In the same way, your leadership development plan is a structure or framework that helps you monitor and make necessary adjustments to your development.

Design:

ELEMENT 1

CHECK ON THE ROOTS - YOUR CORE VALUES

Your Core Values are the undeniable truths that reflect how they make sense of yourself and of the world.

Write down your Core Values, definitions and, if applicable, Scriptural anchors or illustrations.

EXAMPLE:

"Faithfulness – A choice to submit my life to God that requires me to be honest with who I am and who I am becoming. This is illustrated by a yoke used for oxen, signifying being yoked to Jesus. My Scriptural anchors are the verses found in Romans 12:3 and Psalm 119:29-30.

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ELEMENT 2

**DECIDE WHAT FRUIT YOU WISH TO GROW – DEVELOPMENT
VISION FOR THE NEXT 6-12 MONTHS.**

Describe the leader you desire to become in one sentence.

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Next, think back on your journey in Foundations. Elaborate on the direction above to create a **“SMART”** goal – by being specific, measurable, attainable, relevant, and timely. Take 2-3 sentences to articulate this.

Now, put it all together and write your goals in the space provided.

In [insert timeframe] , my goal is to become

To accomplish this, I will

EXAMPLE:

In the next six months, my leadership development goal is to become more comfortable receiving feedback from my direct reports. To accomplish this, I'm going to explicitly ask for feedback during my 1:1 meetings, distribute anonymous surveys, and take action on the suggestions I receive.

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ELEMENT 3

INVITE OUTSIDE PERSPECTIVE – GET FEEDBACK

Ask a supervisor, peer and subordinate about their experience working with you to get a 360-degree review. Ask them about your strengths and areas for improvement. Getting a 360-degree review offers you a holistic way of ensuring you are focused on the right areas for growing stronger and making improvements in areas that are less effective.



This may feel overwhelming and/ or intimidating to conduct on your own. If you need help navigating a 360 review, we can help! Talk to your coach about TRL's feedback interview process.

Once you have received their feedback, note the areas of strength and areas for improvement that they communicated to you. You may see that some strengths are also areas for improvement, and you may see that some of the strengths and improvement areas are directly connected.

STRENGTHS

- *Not afraid to voice my opinion*
- *Able to have difficult conversations*
- *Flexible about deadlines*

AREAS FOR IMPROVEMENT

- *Doing a better job of keeping my team updated*
- *Asking for more feedback and support from others*
- *At times, I need to withhold my opinion so my team can stay focused*
- *Make better commitments for deadlines*

Like any plan, leaders must work to remain focused. One great way to do this is to create small successes that lead towards the bigger picture of your development goals — ultimately pursuing your version of growth and restoration.

ELEMENT 4

PRUNING – REVISE YOUR PLAN

The trellis exists to support the growth of the vine and as time progresses, the trellis needs to be adjusted to account for shifts caused by weather and new growth. As the trellis is adjusted to support growth, your leadership development plan may need to be adjusted as you receive new informational inputs. It sounds counter-intuitive, but you may even need to prune back strengths to make room for new fruit to grow.

In this fourth element, consider revising your development plan.

First, do you need to make any adjustments based on the feedback inputs you received in the 360 conversations?

- What new awareness did you receive during your feedback review?
- How does the feedback you receive reflect how you are “Living the Core?” (See Restored Leadership pages 36-44)
- Are the timelines I set for my goals appropriate or do I need to reprioritize?

EXAMPLE:

After reviewing the results of my 360 review, I've determined that in addition to my goal of asking for more feedback from my team, I should also seek support from someone in my peer group who is aligned with who I'm becoming as a leader. I will work to find a great mentor who I want to meet with periodically throughout the remainder of this year.

ELEMENT 5

INVITE OTHERS IN – SHARE YOUR PLAN

A leader who is serious about development shares their plan with the right support network. Share your plan with those who gave you feedback. Consider asking your coach to help you through your journey. Ask mentors and your Personal Board of Directors to join you in speaking insights into the journey along the way.

Example: During a conversation with my leadership coach, we reviewed my leadership development plan. My coach gave me helpful feedback to refine my goals, and we agreed on a few things: 1) I'll invite my coach and mentors to know when I will be working on these goals. 2) I've shared with my team that I'll be taking 15 mins to pause and rest each day – during the workday.

CELEBRATING GROWTH

Sharing your plan is a powerful opportunity to invite others in to know your trellis and experience the joy of your growth. As with any living thing, no two vines are the same. Some branches are taller than others, some roots are deeper. The best way to know how to adjust your trellis is to rely on someone who has grown a similar vine. When you invite a mentor into your development plan, you are inviting them to walk alongside you as you prune your fruit, adjust your trellis and take joy in the growth. Your mentor will help support the vision of who you want to become by pointing you towards growth.

This leadership development plan is meant to grow with you. As you continue to grow, revisit your plan so that it grows and adjusts as you become the leader you wish to become.

Notes

Notes



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