How To Be A Real Success

Relationships  Equipping  Attitude  Leadership
## Contents

A Letter from John C. Maxwell .............................................................. 4
The Leader’s Role ........................................................................... 5
Preparation ..................................................................................... 6
Introduction ................................................................................... 6
Leader’s Opening Activity ............................................................... 7
**How to Be a REAL Success: Session 1** ........................................ 8
  Relationship Rules ....................................................................... 9
  How to Add Value to People ....................................................... 10
  Relationships Inventory ............................................................... 11
**How to Be a REAL Success: Session 2** ........................................ 14
  Why People Fail to Equip Others ............................................... 14
  Equipping Inventory ................................................................... 15
  Teamwork Laws .......................................................................... 16
  Three Mt. Everest Questions ..................................................... 16
**How to Be a REAL Success: Session 3** ........................................ 20
  Attitude Inventory ....................................................................... 21
  What I Have Discovered About Our Attitude ............................. 21
**How to Be a REAL Success: Session 4** ........................................ 24
  Review: How to Be a REAL Success .......................................... 24
  What Leaders Do ........................................................................ 24
  Leadership Inventory ................................................................. 25
  Leader’s Closing Activity ......................................................... 28
Dear Friend,

What a remarkable privilege and exciting opportunity you have to impact people's lives! Remember that as you spend the next several weeks covering the material in this course.

You and I will be partners as we unravel the secrets of *Your Roadmap for Success*. As you study and teach, you will reach new levels of knowledge and growth. I am confident that you will inspire others to reach those same levels.

The principles contained in this book have been tested and proved again and again. I encourage you to read, study and familiarize yourself with the ideas in this book on how to lead a group through this information. The suggestions provided are designed to make your job as facilitator as simple and effective as possible.

I have devoted my life to equipping people, and it is my hope that you will take as much joy as I have as you lead people to a greater understanding of these critical leadership issues, and help them reach new leadership heights.

Your friend,

John C. Maxwell
The Leader’s Role

As the facilitator, it is imperative that you are familiar with all of the material in this application series. We recommend that you thoroughly review each lesson and prepare well for each session.

You should emphasize that the participants should take thorough notes and participate in group discussions to ensure that maximum benefits from the course are attained. The most vital element for the success of this course lies within you. Your mastery of the content will make all the difference. This Facilitator Guide is designed to provide a framework for study and activity. It is up to you to:

- Ensure that the key concepts are understood;
- Facilitate the individual group exercises;
- Inspire meaningful discussion;
- Initiate content application;

and most importantly

- Establish an atmosphere for learning and change.

Preparation will be somewhat unique for each facilitator, but we can recommend a proven strategy; spend time planning, preparing and practicing.
Preparation

Step 1: Read the book *Your Roadmap for Success*.

Step 2: Watch *How to be a Real Success*.

Step 3: Study all elements of this Facilitator Guide and the Participate Guide.

Step 4: Teach yourself the class. Work through each element just as your students will.

Step 5: Make sure that you have a workbook for each person in the group.*

Step 6: Study the mix of people who comprise the group. Try to anticipate their expectations and make notes on points you want to tailor or emphasize, develop additional discussion questions and anything else you deem appropriate.

*You can order more workbooks by visiting www.johnmaxwell.com/store/

Introduction

This book is designed to emphasize what you should learn from the videos. As you watch the videos, take comprehensive notes in your workbook. Make sure that you answer the additional questions at the end of each session. Read *Your Roadmap to Success* to gain an even deeper understanding of the principles being taught. In doing so, your understanding of REAL Success will grow.

After you have completed this book, it can serve as a helpful reference guide as you consider your responsibility as a leader/team member and how to improve as you function in that role. Approach this course with the knowledge that, upon completion, you have the instructions to help make yourself into a better leader.
Leader’s Opening Activity

Before your first meeting, ask each person in your group to choose a person they consider successful and write a short description – no more than 300 words – of that person's success. Ask them to include any character qualities, actions, lifestyle choices, relationships, etc., that contributed to that person's success.

At your first meeting, ask each person to briefly share about the person they chose. In front of the group, list the qualities, actions, etc., mentioned and note any common descriptions or repeated phrases. After each person has shared, ask the group to come up with a definition of success using the words or phrases listed. Be prepared for discussion because your group will probably not be able to come to a unanimous decision on the definition of success.

Encourage discussion by asking:

- Is there only one definition of success? Why or why not?
- What factors might vary the definition? (location, culture, time period, age, etc.)
- How has your definition of success changed in the last five years? Ten years? Fifteen years?
- Who influences your definition of success?

Then ask each person to write out his or her personal definition of success and what would need to occur for him or her to consider himself or herself successful. Don’t share the definitions or lists, but each individual should keep their written response for future discussion.
How to Be a REAL Success: Session 1

“Success is simply a matter of luck. Ask any failure!”

—Earle Wilson

Success is...

KNOWING

my purpose in life.

GROWING

to my maximum potential.

SOWING

seeds that benefit others.

RELATIONSHIPS

■ When asked what one single characteristic is most needed by those in leadership positions, most chief executives of major companies replied: “The ability to work with people.”

■ “The most important single ingredient to the formula of success is knowing how to get along with people.” —Teddy Roosevelt

■ In actual studies of leadership in American business, it has been proven that the average executive spends three quarters of his working day dealing with PEOPLE.

Success is...

87% People Knowledge

13% Product Knowledge (Stanford Research)
Most people can trace their successes and failures to the relationships in their lives.

- Some people ___________ ADD ___________ to our lives.
- Some people ___________ SUBTRACT ___________ from our lives.
- Some people ___________ MULTIPLY ___________ our lives.
- Some people ___________ DIVIDE ___________ our lives.

**Relationship Rules**

1. Love and accept ___________ YOURSELF ___________.
   - The only relationship in your life that is continual and therefore most important, is with yourself.
   - The first person you learn to get along with is ___________ YOU ___________.

2. Put ___________ ENERGY ___________ into being likable.

3. Remember their ___________ NAMES ___________.

4. Focus on their ___________ INTERESTS ___________.

5. Request the ___________ HELP ___________ of others.

6. Add ___________ VALUE ___________ to people.
How to Add Value to People

We add value to people when we:

- truly ______________________ VALUE PEOPLE ____________________________ .
- make ourselves ______________________ MORE VALUABLE ____________________________ .
- KNOW AND RELATE ________________________________________ to what they value.

7. Follow the ______________________ 101% ____________________________ Principle.

- Find the 1% that you agree on and give it 100% of your effort.

8. Love people more than ______________________ OPINIONS ____________________________ .

9. Follow the ______________________ GOLDEN RULE ____________________________ .

10. Seek out ______________________ RESOURCES ____________________________ to help you grow in relationship skills.
**Relationships Inventory**

(Please rate yourself: 1 = Always; 5 = Never)

<table>
<thead>
<tr>
<th>Question</th>
<th>Rating Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Do you love and accept yourself?</td>
<td>1  2  3  4  5</td>
</tr>
<tr>
<td>2. Do you put energy into being likable?</td>
<td>1  2  3  4  5</td>
</tr>
<tr>
<td>3. Do you remember people’s names?</td>
<td>1  2  3  4  5</td>
</tr>
<tr>
<td>4. Do you focus on people’s interests?</td>
<td>1  2  3  4  5</td>
</tr>
<tr>
<td>5. Do you request the help of others?</td>
<td>1  2  3  4  5</td>
</tr>
<tr>
<td>6. Do you add value to people?</td>
<td>1  2  3  4  5</td>
</tr>
<tr>
<td>7. Do you follow the 101% principle?</td>
<td>1  2  3  4  5</td>
</tr>
<tr>
<td>8. Do you love people more than opinions?</td>
<td>1  2  3  4  5</td>
</tr>
<tr>
<td>9. Do you follow the Golden Rule?</td>
<td>1  2  3  4  5</td>
</tr>
<tr>
<td>10. Do you try to improve your relationship skills?</td>
<td>1  2  3  4  5</td>
</tr>
</tbody>
</table>
Questions

1. Do you agree with Roosevelt’s statement that “the most important single ingredient to the formula of success is knowing how to get along with people”? Give two examples to support your answer.

   

   

   

2. How have your relationships affected your level of success? How have your relationships affected someone else’s level of success? (positive or negative)

   

   

   

3. Write out your three best qualities and describe how you can incorporate them into your relationships with coworkers, friends, and family.

   

   

   

4. Reflect on your answers to the relationship inventory. What two areas that you scored low on could you start improving in today? What steps will you take to improve these relationship skills?

   

   

   

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How to Be a REAL Success: Session 2

EGUIPPING

Great leaders grow their vision from _______ ME _______ to _______ WE _______.

Why People Fail to Equip Others

1. It’s __________________________ HARD work.

2. We __________________________ UNDERESTIMATE people.

3. We __________________________ ENJOY doing the task ourselves.

4. We receive __________________________ EGO STRENGTH from being needed.

5. We are in the __________________________ HABIT of doing everything.

6. We want to keep __________________________ CONTROL.

7. We don’t notice the leadership potential in those __________________________ AROUND us.
**Equipping Inventory**

(Please rate yourself: 1 = Always; 5 = Never)

<table>
<thead>
<tr>
<th>Question</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Do you fail to equip because you think it’s too hard?</td>
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<td></td>
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<tr>
<td>2. Do you underestimate people?</td>
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<tr>
<td>3. Do you enjoy doing tasks yourself?</td>
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</tr>
<tr>
<td>4. Do you receive ego satisfaction from being needed?</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>5. Are you in the habit of doing everything yourself?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Do you want to keep control of everything?</td>
<td></td>
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<td></td>
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<tr>
<td>7. Do you notice leadership potential in those around you?</td>
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</tbody>
</table>
Teamwork Laws

- The Law of _______________ **SIGNIFICANCE** — One is too small a number to achieve greatness.
- The Law of _______________ **MT. EVEREST** — As the challenge escalates, the need for teamwork elevates.

  This law is about _______________ **GATHERING** and _______________ **GROWING** a team to accomplish something big!

**Three Mt. Everest Questions**

1. What is my _______________ **DREAM**? “What could be”
2. Who is on my _______________ **TEAM**? “What is”
3. What should my _______________ **DREAM TEAM** look like? “What must be”

**Questions**

- **Equipping Inventory**
  1. Do you take time to equip others, even when it is challenging? _______________
  2. Do you notice leadership potential in those around you? _______________
  3. Do you equip others in order to focus your attention on the tasks that only you can perform? _______________
  4. Do you enjoy teaching others new skills? _______________
  5. How often do you equip others? _______________
Thought Provokers

1. What hesitations do you have about equipping others?

2. In what ways have other people invested in your personal growth, increased knowledge, and skill level?

3. What could you gain from equipping another person? What task do you currently perform that you would like to equip another person to do? How would this increase your effectiveness? How would this benefit the person you equip?
4. Answer the Mt. Everest questions:

What is your dream?

Who is on your team?

What would your dream team look like?

And, how could you equip people on your current team in order to advance them to your dream team?
How to Be a REAL Success: Session 3

ATTITUDE

“A happy person is not a person with a certain set of circumstances, but rather a person with a certain set of attitudes.”

—HUGH DOWNS

Psychologists have found that when people are appraised for promotion, company executives look at a person’s:

1. AMBITION

2. SKILLS

3. ATTITUDE toward the company.

4. ATTITUDE toward people.

5. ATTITUDE toward excessive demands on time and energy.

Leadership has less to do with position than it does with disposition.
Attitude Inventory
(Please rate yourself: 1 = Always; 5 = Never)

<table>
<thead>
<tr>
<th>Question</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Do you evaluate your ambition on a regular basis?</td>
<td></td>
<td></td>
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<tr>
<td>2. Do you invest in your own skills improvement and learning?</td>
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<tr>
<td>3. Do you foster a healthy attitude in yourself for your organization?</td>
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<tr>
<td>4. Do you foster a healthy attitude in yourself for your family, friends, and co-workers?</td>
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<tr>
<td>5. Do you respond to excessive demands on your time and energy with a positive attitude?</td>
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</table>

What I Have Discovered About Our Attitude

1. Our attitude is a [ ] **CHOICE**.
2. Our attitude determines our [ ] **APPROACH TO LIFE**.
3. Our attitude can turn our problems into [ ] **BLESSINGS**.

“The major difference between successful and unsuccessful people is how they think!”

—*Thesis: Thinking For a Change*
Questions

Attitude Inventory

1. Do you exhibit healthy ambition? ____________________________

2. Do you take time each month to improve your skills and increase your knowledge?
   ____________________________

3. Do you exhibit a positive attitude towards your organization both at work and outside of work? ____________________________

4. Would your family members, friends, and coworkers consider you a positive person?
   ____________________________

5. Does your attitude increase your energy level? ____________________________

Thought Provokers

1. Describe the attitude of a person whom you consider to be an example of success. How does your attitude differ from his or hers?
   ____________________________
   ____________________________
   ____________________________

2. What has shaped your attitude towards work? Coworkers? Family members? Friends?
   ____________________________
   ____________________________
   ____________________________
3. Do you agree that your attitude is a choice? Give two examples to support your answer.


4. How do you initially react when faced with a challenge? Give an example. How did your attitude affect the outcome?


5. Reflect on your answers to the attitude inventory. What two areas that you scored low on could you start improving in today? What steps will you take to improve your attitude?


Notes
LEADERSHIP

Leadership Laws:

- The Law of the LID — Leadership ability determines a person’s level of effectiveness.
- The Law of PROCESS — Leaders develop daily, not in a day.

We OVERESTIMATE the event and we UNDERESTIMATE the process!

The secret of our success is discovered in our DAILY agenda.

What Leaders Do

1. CHALLENGE THE PROCESS
2. INSPIRE A SHARED VISION
3. ENABLE OTHERS TO ACT
4. MODEL THE WAY
5. ENCOURAGE THE HEART

—The Leadership Challenge, Kouzes and Posner
**Leadership Inventory**

(Please rate yourself: 1 = Always; 5 = Never)

<p>| | | | | | |</p>
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<tbody>
<tr>
<td>1. Do you challenge the process?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>2. Do you inspire a shared vision?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>3. Do you enable others to act?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>4. Do you model the way?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>5. Do you encourage the heart?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>
Questions

1. How do your leadership skills determine your level of success? Give two examples.

2. What three lessons have you learned about leadership by observing successful leaders? How have you incorporated these principles into your own leadership style?

3. What do you do each day that moves you toward a new level of success?
4. How does your leadership benefit those you lead?


5. Reflect on your answers to the leadership inventory. What two areas that you scored lowest on could you start improving in today? What steps will you take to improve your leadership skills?


How To Be A REAL Success
Leader’s Closing Activity

Have the members of your group refer back to their definition of success and descriptions of what they would need to do in order to consider themselves successful. Allow them to rewrite their definitions of success and descriptions of personal success if their views have changed.

Encourage group members to share by asking:

How did your definition of success change? If it did not change, why did your definition of success remain the same?

Do you still consider the person you wrote about successful? Is there someone who now better fits your definition of success?

Do you agree healthy relationships, equipping others, a positive attitude, and leadership growth all factor into your level of success? Why or why not?

What about this lesson surprised you?

In addition to relationships, equipping, attitude, and leadership, what elements would you consider essential for success?

What are some of the steps you are taking towards success? (refer back to inventory questions)
Notes
Need more Participant Guides?
Do you need a Facilitator Guide?

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