Secrets of Influence

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Introduction

The world has changed… and it continues to change!

The single-word definition of leadership:

______________________

Characteristics of Great Leaders

List what you think are the top ten characteristics of great leaders in the spaces provided below:

______________________  __________________

______________________  __________________

______________________  __________________

______________________  __________________

______________________  __________________

______________________  __________________

The principle:

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People decide, either consciously or unconsciously, whether they will allow you to influence them based on two fundamental factors: Your _____________ and your _____________.

You are Leaders—so begin to view yourself as such!

You lead (influence) _____________.

You lead (influence) _____________.

Your clients and customers go where you take them.

The Top Twelve Character Traits and Skills of Success Influencers:

These are the principles that govern the Secrets of Influence. Developing yourself in these areas will enable you to become a better leader influence more people, and make more sales!

You can own each of these. There are some things you can own and some things that you can’t own. Success comes when we learn how to own what is ours, do the best we can with it, and leave the rest alone.

1. ______________________________

"There is little difference in people, but that little difference makes a big difference. That little difference is attitude. The big difference is whether it is positive or negative." W. Clement Stone
2. ____________________________________________________________________

Your commitment affects your _________________.

"A total commitment is paramount to reaching the ultimate in performance." Tom Flores

Your commitment affects your _________________.

"If you want to take your mission in life to the next level, if you're stuck and you don't know how to rise, don't look outside yourself. Look inside. Don't let your fears keep you mired in the crowd. Abolish your fears and raise your commitment level to the point of no return, and I guarantee you that the Champion Within will burst forth to propel you toward victory."

Bruce Jenner

Your commitment affects your _________________.

"The quality of a person's life is in direct proportion to their commitment to excellence, regardless of their chosen field of endeavor." Vince Lombardi

3. _______________ - _______________

“When you come to a fork in the road, take it.” Yogi Berra

"In any moment of decision the best thing you can do is the right thing, the next best thing is the wrong thing, and the worst thing you can do is nothing." Theodore Roosevelt

Q. What decisions do you need to make?
4. _________________

Excellence is a _____________.

“Excellence is doing ordinary things extraordinarily well.” John W. Gardner

"If a man is called to be a street sweeper, he should sweep streets even as Michelangelo painted, or Beethoven composed music, or Shakespeare wrote poetry. He should sweep streets so well that all the hosts of heaven and earth will pause to say, here lived a great street sweeper who did his job well."

Martin Luther King Jr.

5. _________________ - _______________

Four keys to making goals work:

________________________________________

________________________________________

________________________________________

________________________________________
6. ____________________

The best way to understand this concept: *A little high school math refresher.*

It is to live your life so that it is ______________.

1 : firm adherence to a code of especially moral or artistic values : INCORRUPTIBILITY

2 : an unimpaired condition : SOUNDNESS

3 : the quality or state of being complete or undivided : COMPLETENESS

7. ____________________

The three best ways to stay motivated:

________________________

________________________

________________________
People say, “Oh you positive thinkers!” But what is the alternative?

You choose your ________________.

Who wants to follow a ________________?

Optimists lead people because people want to get better.

You get to chose how you ________________.

Presidential elections example.

You choose to look at life in a particular way.

Optimism breathes life into you each day
Pessimism drains you

Optimism helps you to take needed risks
Pessimism plays it safe and never accomplishes much

Optimism improves those around you
Pessimism drags them down

Optimism inspires people to great heights
Pessimism deflates people to new lows
9. ____________________

It isn’t doing things right, it is doing the right things.

_______________ is the enemy of the ______________.

The most powerful word in the human language: ___________!

Know what you want, and know what you don’t want—that is the secret. Then do it.

10. ____________________

It is ____________________ about the 
______________.

The story of the $20,000,000 relationship.

"The most important ingredient we put into any relationship is not what we say or what we do, but what we are. And if our words and our actions come from superficial human relations techniques (the Personality Ethic) rather than from our own inner core (the Character Ethic), others will sense that duplicity. We simply won't be able to create and sustain the foundation necessary for effective interdependence." Stephen R. Covey
Six keys to creating influential relationships:

1. Your own _______________

2. _______________

3. _______________

4. Care

5. Bonding opportunities involving _______________

6. Mutual _______________ in each other

11. __________ - _______________

    Literally means “with faith.”

Q. What areas do you have faith in yourself?

_________________________

_________________________

_________________________
If you want to see results, you have to have a plan, and the discipline to carry out the plan.

A little equation that produces big results:

Your short-term __________, multiplied by __________, equals your long-term accomplishments.
Action Points

After each of the following points, list one action you will take in the next week to implement the principle into your life.

1. Attitude  Action Point: _____________________________
2. Commitment  Action Point: _____________________________
3. Decisions  Action Point: _____________________________
4. Excellence  Action Point: _____________________________
5. Goals  Action Point: _____________________________
6. Integrity  Action Point: _____________________________
7. Motivation  Action Point: _____________________________
8. Optimism  Action Point: _____________________________
9. Priorities  Action Point: _____________________________
10. Relationships  Action Point: _____________________________
11. Self-confidence  Action Point: _____________________________
12. Time Management  Action Point: _____________________________
Foundations of Extraordinary Leadership

1. __________

This is the cognitive piece.

Vision is the cornerstone of Extraordinary Leadership.

Vision…

Sees the __________.
Imagines the __________.
Sets the __________.
Stretches the __________.
Establishes the __________.
Gives the __________.
Motivates the __________.

No vision? Get one!

“The only thing worse than being blind is having no vision.” Helen Keller

“Vision is the spectacular that motivates us to live out the mundane.” Chris Widener

2. Excellent __________

The leader must be master of many skills.

People will want to look up to your abilities. The last thing you want is someone saying, “I can do that better than him!”

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An Extraordinary Leader is a ____________________ and improves his or her skills until the day they die.

3. __________

Leaders are ____________.

They see things first, they get it first, and they do it first!

4. __________

Leadership is the ability to influence.

You influence by communicating.

Your ability to communicate directly affects your ____________.

When you think of the greatest leaders of the past, you think of great communicators.

Some were great ____________, but not all.

We must learn to communicate effectively in various forms.

5. __________

This is the ____________ piece.

If you don’t have the ________, then they won’t have the ________!

In fact, they will dump you and get someone who does have fire!

You can’t lead with passion alone, but you can’t lead without it!

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Fact: Leaders will reap tremendous rewards, but that is not why they lead.

We lead for the common good and enjoy the ____________________.

Extraordinary Leaders are driven by an altruistic desire to better others and to further the organization’s purpose and mission.

________________ are made for the common good.
________________ are taken for the common good.
________________ are set for the common good.
**Character Traits of Extraordinary Leaders**

People will follow you based on two primary considerations:

1. Who you are—Your _______________
2. What you do and how well you do it—Your _______________

A person with excellent character and bad skills is a _______________
A person with excellent skills and bad character is a _______________
A person with excellent character and excellent skills is a _______________!

1. _______________

Aristotle’s three parts to persuasion:

a. Logos— _______________

b. Pathos— _______________

c. Ethos— _______________

2. Embraces _______________

If you are going to take a group somewhere, you have to leave where you are!

You have to embrace the change you are suggesting and not just accept it.

People are by nature opposed to change

Can you see the needed change? Will you accept it? Will you embrace it? Will you move toward it?
3. _______________

“Far better it is to dare mighty things, to win glorious triumphs though checkered by failure, than to rank with those poor spirits who neither enjoy nor suffer much, because they live in the gray twilight that knows neither victory nor defeat.” Teddy Roosevelt

In almost every area of life, those who risk the most are rewarded the most. There is a direct correlation between the rate of risk and the reward it has the possibility of bringing. Money, love and achievements.

The higher the risk, the greater the possible reward and the possible loss, which is why most people do not risk much.

I am talking about taking risks, not being ______________.

It is ______________ that the leader takes.

4. ______________

Leaders don’t lose heart.

They are tenacious.

I am convinced that many times the one who makes it to the top is simply the one who kept going. They are the ones who stick with it and see it through.

5. ______________

Leaders lead right? Leading is influencing people to move or change

A catalyst is someone who makes things happen.
Definitions of Catalyst:

“Something that makes a chemical reaction happen more quickly without itself being changed, or, more generally, an event or person that causes great change.”

“A person or thing that precipitates an event or change.”

If you want to be an Extraordinary Leader, then you have to learn how to cause people to move. People do not naturally move, they must be moved!
The Top Skills of Extraordinary Leaders

1. Understands the Communication Process

   Communication is a ________________ to bring others along and takes skill.

   I am amazed, given the process, that any good communication ever happens!

   Here is the process:

   1. Starts in the __________.
   2. Moves to the __________.
   3. Moves to the __________.
   4. Moves through the _______________.
   5. Is dependant on the __________.
   6. Passes through the __________.
   7. Is interpreted by the __________.

   There are ways to become a better communicator:

   1. Better your __________.
   2. Better your __________.

   Above all:

   Communicate __________.
   Communicate __________.
   Communicate passionately.

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2. “Sees” the __________ Long Before Others

   This is an issue of “Vision”

   Can you Dream It?

   Can you be ______________ to know what is coming?

   Extraordinary Leaders see where the possibilities lie and then use their ability to influence to move others toward the goal.

3. Ability to Define __________ for Self and Others

   1. See where you need to go as an organization.
   2. See where each __________ fits in.
   3. See what it takes from each person.
   4. Break each person’s tasks down into ______________ and ______________ goals.
   5. Follow up and __________.

4. Ability to Set Strategy and __________________________

   Michael Porter says that too many people focus exclusively on product to the neglect of strategy for getting the product into the hands of the consumer.

   Strategy gives you:

   A __________.
   __________.
The right direction.
A push toward __________.

5. Ability to __________ Others

What is the definition of “teach”? “The ability and action to pass on information and/or skills in such a way that the learner understands and can apply the truth.”

This is not just a classroom setting.

GE CEO Jack Welch spent an inordinate amount of time teaching, and specifically teaching leadership, and has developed a whole organization filled with leaders. (For a great read on Leadership and insight into GE’s leadership culture, read “The Leadership Engine”)

When you teach and influence, you lead.

6. Ability to __________ Others

But I’m not a gregarious “Rah-rah” person!

So how do I inspire?

1. __________.
2. __________.
3. Your ____________ and passion for the vision and purpose.
4. __________________ of the reward.

7. _______________
There is an old proverb that says, “One can put a thousand to flight, but two can put ten thousand to flight.”

When you delegate, and involve others, your effectiveness grows exponentially.

Delegation enables you to work from your ________________.
Delegation allows others to cover your ________________.
Delegation allows you to work on your ________________.

8. Ability to ________________ Leaders

An Extraordinary Leader is ALWAYS in it for the long-run, even if he or she won’t be there, the set the organization up.

You don’t know how long you will be around. The organization needs leaders, so…

It is your job to train and develop future leaders!

Here are a few ways to develop future leaders:

1. ________ them.
2. Let them know that you believe they can lead.
3. Get them ________.
4. Give them ________ to lead.
5. Develop a leadership ________________.

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