



FROM
SUPERVISOR
to
SUPER LEADER

BONUS CONTENT



LEADERSHIP PURPOSE WORKBOOK

We spend a large portion of our life at work. It makes sense that we find meaning at work and link it with our own personal purpose. When your personal purpose and goals are in alignment with the mission and vision of your organization and your team's objectives, you are more likely to find a high level of success and achievement as a team leader.

To find your why and create your leadership purpose statement, take some time to reflect. Find a place free from distractions. Begin by identifying your values.

Identify your top 5 values in 3 steps:

1. On the next page is a list of values. Either circle or write on a sheet of paper all the values that really grab you and feel right to you.
2. Of the values you identified in Step 1, narrow these down to 10. In some cases, values are closely aligned. For example, if you chose Helping others and Making a difference, choose which one speaks to you the most. If after eliminating the values that are similar, you still have more than 10, review the values again and rank them by importance.
3. From the 10 values, narrow down to just five core values. Pick the five values that are the most important to you. If you have trouble narrowing the list down, try comparing two values and asking yourself which one is more important than the other. Pick the values that really speak to your heart and that you could not do without. It's important to choose only 5 core values. The other values are still your values, but knowing your 5 core values will help you understand and prioritize what is most important. Write down these five core values.

LIST OF VALUES

Accountability	Efficiency	Intelligence	Relationship
Achievement	Ethics	Integrity	Relaxation
Adventure	Elegance	Intuition	Reliability
Ambition	Empathy	Joy	Resourcefulness
Assertiveness	Enjoyment	Justice	Respect
Art	Excitement	Knowledge	Responsibility
Balance	Equality	Leadership	Results-oriented
Beauty	Excellence	Legacy	Risk-taking
Belonging	Expertise	Love	Security
Boldness	Exploration	Loyalty	Serenity
Calmness	Expressiveness	Making a difference	Self-care
Carefulness	Fairness	Mastery	Self-control
Challenge	Faith	Meaningful work	Selflessness
Change	Fame	Minimalism	Self-reliance
Cheerfulness	Family	Money	Sensitivity
Commitment	Fitness	Nature	Serenity
Community	Focus	Openness	Service
Compassion	Friendship	Order	Simplicity
Competence	Financial security	Originality	Spirituality
Competitiveness	Freedom	Participation	Spontaneity
Consistency	Fun	Perfection	Stability
Contentment	Generosity	Personal growth	Status
Contribution	Goodness	Personal time	Strength
Control	Grace	Physical challenge	Structure
Cooperation	Happiness	Pleasure	Success
Correctness	Hard Work	Positivity	Support
Courtesy	Health	Power	Teamwork
Creativity	Helping others	Practicality	Thoroughness
Curiosity	Honesty	Preparedness	Thoughtfulness
Decisiveness	Honor	Privacy	Timeliness
Democracy	Humility	Problem solving	Tolerance
Dependability	Improvement	Professionalism	Uniqueness
Determination	Independence	Prudence	Unity
Diligence	Influencing others	Public service	Usefulness
Discipline	Ingenuity	Purity	Vitality
Diversity	Inquisitiveness	Quality	Wealth
Effectiveness	Insightfulness	Recognition	Wisdom



Your Top 5 Values

1. _____
2. _____
3. _____
4. _____
5. _____

After identifying your top 5 values, you can begin to craft your purpose statement. A purpose statement is a clear and concise action statement of one or two sentences. You want your purpose statement to be aligned with your core values. Your purpose statement will create a target for your work and team objectives and goals.

Follow these 3 steps to create your own leadership purpose statement.

1. Grab a blank sheet of paper and reflect on these questions:
 - What am I passionate about?
 - What most inspires me?
 - What gets me out of bed in the morning?
 - What do I want to be remembered for?
 - How do I want to make a difference in the world?
 - What do I do and why do I do it?
2. Start brainstorming different purpose statements. Look at your core values and see if one or more of them can become part of one of your draft statement. Consider what you want your work life to be about. Write down what matters most to you at



work and what you would most like to accomplish. Your draft purpose statements should be in the present tense. Make them positive and action-oriented.

3. When you have at least three different draft purpose statements, pick the one that inspires you the most. If you like two of them equally, see if you can combine them into one. Rewrite your statement as many times as you need to refine it until it feels just right. Make sure your purpose statement is as concise as possible and easy to remember. Write down your final statement.

Your Leadership Purpose Statement

As an example, my leadership purpose statement is: To help others break free from stress and overwhelm and lead their teams and organizations to peak performance

Put your purpose where you can see it every day. Better yet, create a daily mantra where you state your purpose out loud to yourself. Also, revisit your purpose annually and revise as you learn more about yourself and what inspires you.



TEAM LEADERSHIP SELF-ASSESSMENT

A key step in developing ourselves is assessing where we are now versus where we want to be. When we learn what skills we need to improve, we can make a plan to improve those skills.

Use this self-assessment to evaluate your team leadership skills.

Score yourself for each according to how often you demonstrate the skill:

- 1 – consistently
- 2 – sometimes
- 3 – never

Skill

Score

1. I am self-aware and understand my strengths and weaknesses.

2. I am proactive in my growth and development and pursue continuous improvement.

3. I ask my team members and boss for feedback, and show I can receive feedback well.

4. I lead with purpose.

5. I work with purpose and implement time management strategies to achieve results.

6. I know my team members well and attempt to talk with them often and show I care.

7. My team members trust me enough to share their whole selves and to share their concerns and feedback with me.

8. I encourage camaraderie, cooperation, and coordination among my team members.

9. I foster a safe and positive culture and encourage employees to express their opinions and concerns.



10. I encourage and show my team how to have open-minded discussions.

11. I delegate by setting clear expectations and providing a high level of support to my team members.

12. I give positive, constructive, and timely feedback to team members, and I tie the feedback to a specific expectation or goal.

13. When delivering feedback, I express my support and confidence in the person.

14. I meet regularly with each team member to help them identify their strengths, weaknesses, dreams, and goals, and to develop an annual plan for how they will improve their skills and reach their goals.

15. I coach my team members to help them reach their goals and solve their own problems by asking them questions and listening actively.

16. I have made an effort to create a strong relationship and partnership with my boss – we have good rapport and it's easy to be open with my boss.

17. I meet with my boss often to confirm expectations and priorities.

18. I know my boss's work styles and communication preferences, and I work and communicate well with my boss.

TOTAL



BONUS CHAPTER

CREATE A SUPPORT AND ACCOUNTABILITY SYSTEM

“Accountability is the glue that ties commitment to the result.” – Bob Proctor

This bonus chapter provides strategies to create a social support and accountability system that will help you in your journey to becoming a super leader.

SUPPORT THROUGH MENTORSHIP

Many successful people attribute at least some of their success to having a mentor who helped them during their career. Having a mentor can be a huge boost to our professional development. We can learn from a mentor who has been in our shoes and has wisdom we can draw from.

When I first began my career as a performance auditor, I signed up for my organization’s formal mentoring program. My organization matched me with a mentor who helped me get familiar with the job and with office culture. Unlike my team leader or manager, I could ask my mentor anything. I asked my mentor for advice on the quality of my work and how to navigate difficult conversations. I also worked with my mentor to set goals and identify ways I could improve my skills. She helped me get assignments that would help me develop skills in line with my goals. Later, my mentor helped me prepare to become a team leader.



Benefits of Mentorship

Mentoring often focuses on long-term goals and allows us to learn from our mentor's expertise. Mentors can also give us feedback in the areas of communication, problem-solving, and coaching.

A mentor can help us learn about ourselves, and be a mirror so we can see how we show up in the world.

In Practice 1, you learned it is important to know yourself. Having a mentor can speed up that practice.

With your mentor, you can identify your career goals and work on the skills related to the practice of team leadership. Your mentor is in your court, someone who can lend a friendly ear, celebrate your successes, and help pick you up when you experience failure. You want your mentor to be someone you do not report to and who won't judge you. Yet, you want someone who will give you candid advice and feedback.

Finding a Mentor

If your organization has a formal mentoring program, sign up for it. If not, you must be proactive in seeking a mentor.

You'll want to choose someone you respect and admire. You also want someone who you believe shows the qualities of a successful team leader.

Ask the person if they will meet with you to discuss the possibility of creating a mentoring relationship. Most leaders want to help and mentor others, since part of a leader's role is to guide and develop staff. Also, it never hurts to ask.

When looking for a possible mentor, you can look at team leaders or managers in your field. But they don't have to be in your field. Your mentor could be a former boss or supervisor, a friend of the family, or someone you met at a professional association.

First Meeting

The first meeting's purpose is to get to know each other and gauge whether the relationship will be a good fit. Determine if your values match, if your personalities click, and if the conversation is easy.

Listen for the qualities of a good mentor. Are they an active listener and do they ask questions and repeat back or paraphrase what you say? Does the person listen more than they speak? Does the person balance coaching with advising?

Listen to your gut. If it doesn't feel right, the relationship is probably not a good fit for you. Not everyone clicks. If you don't connect with the person or think they will be a good fit for you, don't hesitate to let them know. Quickly communicate your decision and be sure to thank them for their time.

If the first meeting goes well and you both agree to start a mentoring relationship, schedule the second meeting.

Establish the Relationship

The purpose of the second meeting is to establish the relationship. Continue to get to know each other, and agree to where, when, and how often you will meet. You'll also want to agree to some basic ground rules and come up with a purpose statement for the relationship.

In the beginning, as you form the relationship it may be helpful to meet more often. But meet at least once a month. For ground rules, you'll want to determine how your mentor prefers to communicate between meetings and what to do when you need to reschedule a meeting.

Create a purpose statement for your relationship. The relationship is mostly focused on you, but it can benefit



both of you. Thus, you want to make the purpose statement inclusive. For example, a purpose statement could be “The purpose of our mentoring relationship is to accelerate [mentee’s name]’s goal of being promoted as a team leader through open and supportive communication, coaching, and shared learning.”

Agree to an initial time period for the relationship, such as one year. Make a note to talk after the period to see if you both find it beneficial to continue the mentoring relationship for another period.

Once you both agree on logistics, continue to nurture the relationship. Come up with some icebreakers and prepare questions to help you get to know each other better.

Meet Often

After you’ve met two or three times and established the relationship with your mentor, move to goal setting. It’s important that you drive this process. Be proactive.

Prepare for the goal-setting meeting and bring specific career goals you identified. Bring a list of other areas you are interested in getting feedback and support on.

As mentioned above, meet with your mentor at least once a month to get the most out of the relationship.

To get the most out of the relationship, be sure to:

- Be open to your mentor’s feedback—keep an open mind and respect what they say.
- Be an active listener and seek to understand.
- Have integrity in the relationship; Do what you say you will do between meetings



- Show up. Schedule a consistent time and do everything you can to show up for those meetings.
- Be yourself. You will get more out of the relationship if you are vulnerable and an open book about your weaknesses and where you'd like to improve.
- Define your own goals. Be proactive in the relationship. Don't show up for meetings unprepared.
- Try out the advice. Listen, evaluate, and consider it. You don't always have to take the feedback or advice, but at least consider it.
- Be honest. Tell the truth about where you are and what you need.
- After each mentoring session, take time to reflect and journal the insights you had during the meeting.
- When challenges arise in the relationship, keep the lines of communication open to build trust. Admit when you make a mistake and apologize.
- Share and celebrate successes with your mentor.

Ending the Relationship

At the end of the initial time period, talk with your mentor about whether to continue the relationship. It may be time to end the relationship if don't think you're getting what you need from it. Explain you're ready to find someone new for the next phase of your development. You can continue a relationship with the person and keep in touch, even if it's no longer a formal mentoring relationship.

ACCOUNTABILITY PARTNER

One of the best ways to add accountability to our goals is to find an accountability partner. Studies have shown we are more likely to achieve our goals when we write them down. But we are even more likely to achieve them, when we both write and share our goals and progress with someone else.

We are not the best at holding ourselves accountable. Yet we are accountable to others because of the social connection and feeling of responsibility we have to each other. If we tell a friend we'll meet them at 6:00 AM at the gym, we are more likely to show up than if we didn't arrange to meet them. When others are invested in our goals, we don't want to let them down.

I have an accountability partner to support me as I work on this book project. She is also writing a book, and we meet online once a week. During our weekly video conference calls, we share our accomplishments from the week before, our challenges, and our goals for the coming week.

Each time I tell my accountability partner I will get something done by our next call, I work hard to make sure I get it done. Even if it means I work late the night before.

There is something motivating about telling someone else what I promised to accomplish.

If you have not experienced the power of an accountability partner, I encourage you to try it. I have achieved great results from having accountability partners.

Here are five steps to find and structure your accountability partnership:

1. Find someone who also has a goal or project they're committed to working on. Your partner's goals don't have to relate to yours. Inquire with

your friends, peers, and co-workers. Another option is to seek an accountability partner on social media groups. If you belong to an association or networking organization, you can look there.

2. Schedule the first meeting to explore the possibility of creating an accountability partnership. You want someone who is positive, dependable, and willing to grow. You also want someone who can commit to checking in at least once a week and someone you think will support you.
3. After you find your accountability partner, decide when and how you will meet. I found it works best to schedule 30 minutes at the same time every week. I also recommend you use video conference software like Google Hangouts, Zoom, or Skype. If your accountability partner is a co-worker or lives near you, you can meet in person. Another option is to check-in via email on a set day of the week.
4. Every week, set two or three realistic goals you want to accomplish in the next week. I also like to add a push goal to my list. A push goal is something that will stretch you to reach. But because you have that push goal, you are more likely to make significant progress toward your bigger goal.
5. When you check-in with your partner, discuss your accomplishments for the prior week and any challenges you faced in reaching your goals.

HIRE A COACH TO SPEED UP YOUR SUCCESS

Many successful leaders invest in themselves by hiring a coach. Like a sports coach, a leadership coach can help us advance our performance and speed up our journey to becoming great team leaders.

Keller and Papasan state in *The One Thing*, “you’d be hard-pressed to find elite achievers who don’t have coaches helping them in key areas of their life.” Finding a coach will give you a leg up and help you achieve your leadership goals.

I hired two coaches so far in my life journey. One of them is coaching me as I work on this book project. My coach is a best-selling writer who is more than a great resource for me as a new author. She also inspires and motivates me and helps me overcome challenges.

Take the next step to boost your career and life and improve your team leadership skills. To find a coach in your area, you can start with coachfederation.org.

You can also book a free 40-minute personalized coaching session with me. During your session, I will work with you to identify your strengths and goals, and next steps toward being a super leader.

Thank you for downloading and reading this bonus chapter. I wish you the best on your journey to becoming a super leader.

Shanda K Miller

To learn more about Shanda's training and coaching services, book your free coaching session, or book Shanda for your event, visit shandakmiller.com, email support@shandakmiller.com, or call +1-541-343-0853.