

THE PATHWAY TO BETTER LEADERSHIP IN YOUR COMMUNITY CHECKLIST™

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1. I have identified my community—those who engage with me and trust me:

- ❖ Online
- ❖ Locally

- ❖ In specialty groups where I interact

- ❖ Other _____

2. I have identified:

- ❖ Where I experience the most online interactivity and engagement

- ❖ Where and with whom I like to spend my online time

- ❖ If that community could be a paying market

3. I have asked myself and analyzed:

- ❖ What would they pay for without thinking twice?

- ❖ How I already help them

4. I have identified the unspoken question underlying their struggles

5. I have identified who I help in my local community, as well as how and why I help them
6. I have arranged to:
 - ❖ Present a free workshop or presentation at my local library
 - ❖ Present a free workshop or presentation for my local business organizations
 - ❖ Write a community-oriented article for my local newspaper
 - ❖ Offered to write a free regular column for my local newspaper
7. I have ensured I can be ready with a signature presentation and fill in at a moment's notice at any gathering, when speakers cancel at the last minute
8. I understand that volunteering my time and expertise in my local community helps not only them, but helps me:
 - ❖ Increase my public presence
 - ❖ Become known for my specialty
 - ❖ Be viewed as their local expert in my field
 - ❖ Make valuable network connections
 - ❖ Build my reputation
 - ❖ Increase my self-worth
 - ❖ Help my neighbors

9. I am cultivating outward-looking attitudes based on caring, sharing, gratitude and love
10. I am focusing on being a glass-half-full person
11. I welcome challenges as opportunities to learn and grow
12. I understand that forgiveness is a process—and a choice
13. I have forgiven:
 - ❖ Everyone I need to forgive in my life
 - ❖ Myself
14. I understand that:
 - ❖ I can't control other people, only myself
 - ❖ How I feel is also a choice I make
 - ❖ I have the power to choose
15. I am not going to take on other people's 'stuff' any more
16. I take full responsibility for my choices
17. I understand that good listening is a skill that I absolutely must develop
18. When listening to someone, I eliminate distractions and give that person my full attention
19. I am no longer:

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- ❖ Processing what I want to say as they are talking
- ❖ Jumping to conclusions or making assumptions about what they are wanting to communicate
- ❖ Interrupting people I am supposed to be listening to
- ❖ Other _____

20. I am:

- ❖ Looking for non-verbal clues
- ❖ Asking deep questions
- ❖ Thinking before I speak
- ❖ Following up on our conversation
- ❖ Other _____

21. I do not hesitate to make notes about conversations I have just had, to remind myself of important details or actions I have to take

22. I am aware of the three different types of listening, and what differentiates them:

- ❖ Internal listening
- ❖ Focused listening
- ❖ 360 listening

23. I am working hard to practice 360 listening

24. I understand that good listening actively builds trust
25. I am living my core values—every day
26. I understand that micro-managing is not leading
27. I do things WITH my clients—not for them
28. I have set clear boundaries with my followers and clients by:
- ❖ Defining when and how I will interact—and sticking to it
 - ❖ Never reducing my fees to accommodate a client with financial problems
 - ❖ Never stepping outside the times I have set for myself for either coaching or for volunteer work
 - ❖ Respecting my client or group member's boundaries, too
 - ❖ Following through on what I have set up
29. I understand that setting up and honoring my own boundaries is one of the most priceless gifts I can share with my kids, my clients, and my community
30. I have identified what I want my community members to remember, think and feel about me and how I helped them, years from now
31. I have identified what I want my community to:
- ❖ Learn
 - ❖ Share

❖ Take away

❖ Other _____

32. I have answered the question, “What will the world miss when my business no longer exists?”

33. I am actively and daily spending time with my community

34. I am spending significant time thinking about my community members, how I can best help them and what they really need

35. I am going deep and looking for that extra tweak that people need and appreciate

36. I have read up on critical thinking, if that is a new concept to me, and I am committed to practicing it from now on.

37. I am making it a regular practice to always go deep and look for that extra tweak my people need

38. When asking myself a question, I am:

❖ Looking at all possible answers

❖ Testing these possible answers

39. I am looking for—and asking—the questions that no one has thought of: Ones that desperately need to be addressed

40. When it comes to my business and brand, I am planning for longevity

41. I have asked myself:

- ❖ What is it about my business idea that really excites me?
- ❖ Will it sustain me in the long run?
- ❖ Will it excite and help my community members for years down the line?

42. I have considered taking an online Critical Thinking course

43. I am looking outward and sharing by benefiting my community with one or more of the following:

- ❖ Curation
- ❖ Volunteer work
- ❖ Donating to causes and charities
- ❖ Setting up programs and funding
- ❖ Other _____

44. I understand that my success can benefit the world and my community through these voluntary sharing and caring activities—and that I will be able to participate much more easily richer, rather than poorer!

45. I understand that my success helps my community members validate themselves too

46. I understand that my full commitment to positive leadership will help me make the world a better place