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*How to be the Leader Your
FEC Needs Today*

How to Identify Your Top Values.

Each person carries with them a set of values that drive their behaviors, thoughts, and actions. Until we connect with them, it is often done in an unconscious way: judging others for not living up to our standards, feeling frustrated when things don't go as expected, feeling fulfilled but not completely understanding why.

In this exercise, allow about 15 minutes to brainstorm a list of possible values that are most important to you.

1. Ask yourself this: *What's most important to me in life NOW?* Then put a checkmark by those words that represent those important aspects.
2. If there's an additional word or two you'd like to add, you can also do that below.

DO:

- Consider some times when you've gotten angry/upset (often a value NOT being met).
- Think about times when you have been really happy or enjoying yourself (often a value being met).
- Consider words or themes that come up a lot for you as they may well be important!

DON'T:

- Judge your answers - or 'cherry-pick' values you think you *should* have!

Authenticity	Fame	Peace
Achievement	Friendships	Pleasure
Adventure	Fun	Poise
Authority	Growth	Popularity
Autonomy	Happiness	Recognition
Balance	Honesty	Religion
Beauty	Humor	Reputation
Boldness	Influence	Respect
Compassion	Inner Harmony	Responsibility
Challenge	Justice	Security
Citizenship	Kindness	Self-Respect
Community	Knowledge	Service
Competency	Leadership	Spirituality
Contribution	Learning	Stability
Creativity	Love	Success
Curiosity	Loyalty	Status
Determination	Meaningful Work	Trustworthiness
Fairness	Openness	Wealth
Faith	Optimism	Wisdom

Choose the top values that are most important.

The important part of this exercise is for you to choose the essence of what is most important to *YOU* in *YOUR* life *NOW*. After reviewing your list, pick the 6 most meaningful values and write them in the lines below. You may have trouble narrowing the list down to just 6. If that's the case, consider asking yourself: *Which value does my intuition choose?*

In the center-hand column, prioritize your values by distributing 100 points among the 5.

Value	Points	What do you do or do you see others doing that reflect this value?

Total points: 100

Describe a situation/experience where you demonstrated leadership using your values and grew your confidence.

How can you use your values and confidence NOW to lead your team and company to where they need to be?

In Spring 2021, what do you want to be most proud of yourself for how you managed through this crisis? What steps do you need to take this week to make sure that happens?

Your Meeting Checklist

Prepare for the meeting

- ✓ Set the purpose, expectations, and timing for meetings – 1 to 2 hours max
- ✓ Create an outcome-based and time-constrained agenda for the critical decisions
- ✓ Use a consent agenda for information sharing

Facilitate the meeting

- ✓ Set ground rules for engagement, not just attendance
- ✓ Every action has a person responsible and deadline
- ✓ Draw everyone into the conversation – pay attention to who is not contributing
- ✓ Clarify commitment, not seek consensus
- ✓ Rotate the assigned roles:
 - Notetaker
 - Facilitator
 - Timekeeper
- ✓ Report out on decisions made and action steps
- ✓ Determine intervals for benchmarks and feedback
- ✓ Set next meeting

How to move forward

- ✓ Create a bulletin board for the project: capture action steps, assignment, and deadlines in a common place and send to the group
- ✓ Squelch the meetings after the meetings (i.e. gossip)
- ✓ Do not revisit decisions (unless something truly new emerges)
- ✓ Assess technology

Webinar Resources

- Restore Your Economy, <https://restoreyoureconomy.org/index.php?src=gendocs&ref=362&category=Main>
- Harvard Business Review: <https://hbr.org/2020/04/how-to-talk-to-your-team-when-the-future-is-uncertain>

My Accountability Sheet

Unless a decision has degenerated into work, it is not a decision; it is at best a good intention.

-- Peter Drucker

Your role and presence at your organization is vital, and for the organization to serve in an even more impactful way, you're going to be asked to grow and change. Growth happens through taking action and practicing new skills.

<i>Based on your reflections, what's a new insight for you today?</i>	
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Based on your insights, write your action steps and their deadlines.

1.

2.

3.

4.

5.