



Emerging Women Leaders Program

Preparation Material

Session 1 – Values

Our Purpose:

***'To inspire, engage, support and create resilience
in our next gen. leaders'***

Leadership Theme Session 1 – VALUES

Is the “Whole of life” more important than career only?

- What does a successful life mean for you?
- **Are you clear on the values that will guide both your career and home life decisions?**
- How do you understand the importance of mental and physical health on your journey?
- Are you in touch with your inner strengths and how do you use them?
- What are the gaps between where you are and where you want to be?

Food for thought:

‘The research evidence is clear. The place to begin your leadership journey is to clarify your values.’

Source: Kouzes and Posner Everyday People, Extraordinary Leadership p 25

Preparation Material

Come prepared to introduce yourself (3 mins)	Who you are , what you do and what you want to get out of this program Get to know the EWL’s you will be sharing yourselves with over the next 5 sessions
Bring a Notebook	Bring a notebook to record your thoughts and ideas – you will find it useful to refresh your memory before each session
Create or revise your Personal Vision	When did you last think about and articulate your Personal Vision? This questionnaire below will help you baseline where you are at as you begin this leadership journey – we will ask you to revisit your baseline at the end of the program This is mandatory Preparation - it looks a lot so leave blank if you can’t answer
What are your values?	Values Quiz - a really valuable tool to help you clarify your values Understanding your values quiz - https://personalvalu.es/ The free version works!! Takes about 10 minutes
Consider your time management	How do you prioritise your time? Have you set time apart for this program? Have you planned time for yourself? See Rock, Pebbles and Sand Analogy below

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Creating or Revising your Personal Vision:

Purpose:

The end point needs to be understood before you can set goals to achieve it.

It's good to create or revise the "personal vision" you have for your life. A compelling vision can help you succeed, be more satisfied with your life, & get the most out of your career and future.

Importance of Having a Personal Vision

Numerous experts on leadership and personal development emphasize how vital it is for you to craft your own personal vision for your life. Bennis, Covey, Senge, and others point out that a powerful vision can help you succeed far beyond where you'd be without one. That vision can propel you and inspire those around you to reach their own dreams. If you don't identify your vision, others will plan and direct your life for you. Don't be one of the individuals who late in their lives say, "If only. . ."

Senge defines vision as what you want to create of yourself and the world around you. What does your vision include? Making a vital change in an area such as health, technology, or the environment? Raising happy, well-adjusted children? Writing a book? Owning your own business? Living on a beach? Being very fit and healthy? Visiting every continent? Helping others with their spiritual development? What are you good at? What do you love to do? What aren't you good at now, but you'd like to be? All of these important questions are part of identifying your personal vision.

Think through and start to craft your personal vision.

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Find a place without distractions and answer as many of the questions as possible:

Things I Really Enjoy Doing	What Brings Me Happiness/Joy	The Two Best Moments of My Past Week	Three Things I'd Do If I Won the Lottery

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Issues or Causes I Care Deeply About	My Most Important Values (Circle)	Things I Can Do at the Good-to-Excellent Level	What I'd Like to Stop Doing or Do as Little as Possible
	<p>Having integrity</p> <p>Being fit and healthy</p> <p>Having a nice home and belongings</p> <p>Leaving the world a better place</p> <p>Having fun</p> <p>Learning and improving myself</p> <p>Serving/pleasing my family</p> <p>Making others' lives easier or more pleasant</p> <p>Enjoying my family</p> <p>Others? (Add)</p>		

Did any of these questions trigger some ideas about what you'd like to be doing with your life between now and 2025? If so, keep thinking about the questions and your answers, and continue your personal research.

Writing a Personal Vision Statement:

Your personal vision is what you want to be, do, feel, think, own, associate with, and impact by some date in the future. We recommend that you identify your Personal Vision as a development strategy. It's now time to start on the process of writing your Personal Vision Statement. Your vision must be unique and appropriate for you:

Where are we going:

Where would you like to be in 5 years time – a reflection on this establishes some of the ‘end points’ that need to be considered in setting goals to achieve these:

Your personal vision. Imagine yourself in 5 years time:

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- **Self-image:** If you could be the person you want to be, what would your qualities be?

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- **Tangibles:** What material things would you own?

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- **Home:** What is your ideal living environment?

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- **Health:** What is your desire for health, fitness etc?

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- **Relationships:** Describe the type of relationships you would like with family, friends, others

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- **Work:** What is your ideal work environment? What are you doing?

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- **What legacy** would you like to leave for your children/grandchildren?

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- **Personal pursuits?** What would you like to create for yourself in the arena of learning, travel, reading or other activities?

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- **Community:** What is your vision for the community or society in which you live?

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Imagine yourself at 100 years old, surrounded by your loved ones — talking with them in a comfortable, relaxed setting. These people have gathered to learn from you and your wisdom. What would you tell them is important in life? What really matters, looking back on your life?

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Now, looking forward with the wisdom of a life well-lived at the forefront of your mind. What would you need to start doing now to get there?

- What are the 3 most important priorities

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- What do you need to do to make them happen?

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What are the 5 most important things I can do over the next 6 months to build on my strengths and overcome my challenges to start on the journey above?

1.
2.
3.
4.
5.

The Rock, Pebbles, and Sand Analogy for Time Management

<https://www.developgoodhabits.com/rock-pebbles-sand/>

Having trouble deciding what to work on?

Well, there's a popular time management analogy called the "**rock, pebbles, and sand story.**"

Rock, Pebbles, and Sand Story

Let me explain:

A philosophy professor once stood up before his class with a large empty mayonnaise jar. He filled the jar to the top with large rocks and asked his students if the jar was full.

The students said that yes, the jar was indeed full.

He then added small pebbles to the jar, and gave the jar a bit of a shake so the pebbles could disperse themselves among the larger rocks. Then he asked again, "Is the jar full now?"

The students agreed that the jar was still full.

The professor then poured sand into the jar to fill up any remaining empty space. The students then agreed that the jar was completely full.

The professor went on to explain that the jar represents everything that is in one's life. The **rocks** are equivalent to the **most important projects** and things you have going on, such as spending time with your family and maintaining proper health. This means that if the pebbles and the sand were lost, the jar would still be full and your life would still have meaning.

The **pebbles** represent the things in your life that matter, but that you could live without. The pebbles are certainly things that give your life meaning (such as your job, house, hobbies, and friendships), but they are not critical for you to have a meaningful life. These things often come and go, and are not permanent or essential to your overall well-being.

Finally, the **sand** represents the remaining filler things in your life, and material possessions. This could be small things such as watching television or running errands. These things don't mean much to your life as a whole, and are likely only done to waste time or get small tasks accomplished.

The metaphor here is that if you start with putting sand into the jar, you will not have room for rocks or pebbles. This holds true with the things you let into your life. If you spend all of your time on the small and insignificant things, you will run out of room for the things that are actually important.

In order to have a more effective and efficient life, pay attention to the "rocks," because they are critical to your long-term well-being.

- Pay close attention to your health
- Spend time with your family
- Exercise
- Keep in touch with relatives that live far away

While you can always find time to work or do chores, it is important to manage the things that really matter first. The rocks are your priorities, while the other things in your life are represented by

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pebbles and sand.

This story appears in many forms, some even incorporating a fourth element of water. However, its original source is unknown.

In order to stay productive and efficient in your personal and professional life, ***it is best to only have five rocks in the jar at any given time.***

These rocks may represent a project you want to accomplish, spending time with your loved ones, spending time with your faith, focusing on your education, or maybe mentoring other people. Your top five big rocks need to go into the jar first or else they will never get in at all.

So, what is the main point here?

If you are able to **identify the important things in your life** ahead of time and set aside the time you need to work on them, then in the long run it is ok to procrastinate a bit on the "pebbles" or the other projects that are not as important.

The jar is still full with five rocks in it, so that is where your focus should lie in order to continue to **live a full, happy life** without over-obligating yourself. If you solve the big issues first by putting the rocks in the jar first, the small issues can still fall into place. However, the reverse is not true.