



GUIDANCE for **GREATNESS**

Move from Challenge to Change

The Transform to GREATness Toolkit

Part 1: Introduction and Tiny Habits®

These five principles will put you on the path to becoming a great leader.

Gain self-awareness

Relate

Engage

Aspire to Greatness

Trust others and yourself

Respond to the prompts below to unlock the greatness that has always been within you. As a bonus, after each set of questions I give you a Tiny Habit recipe that will get you started right away.

Tiny Habits®

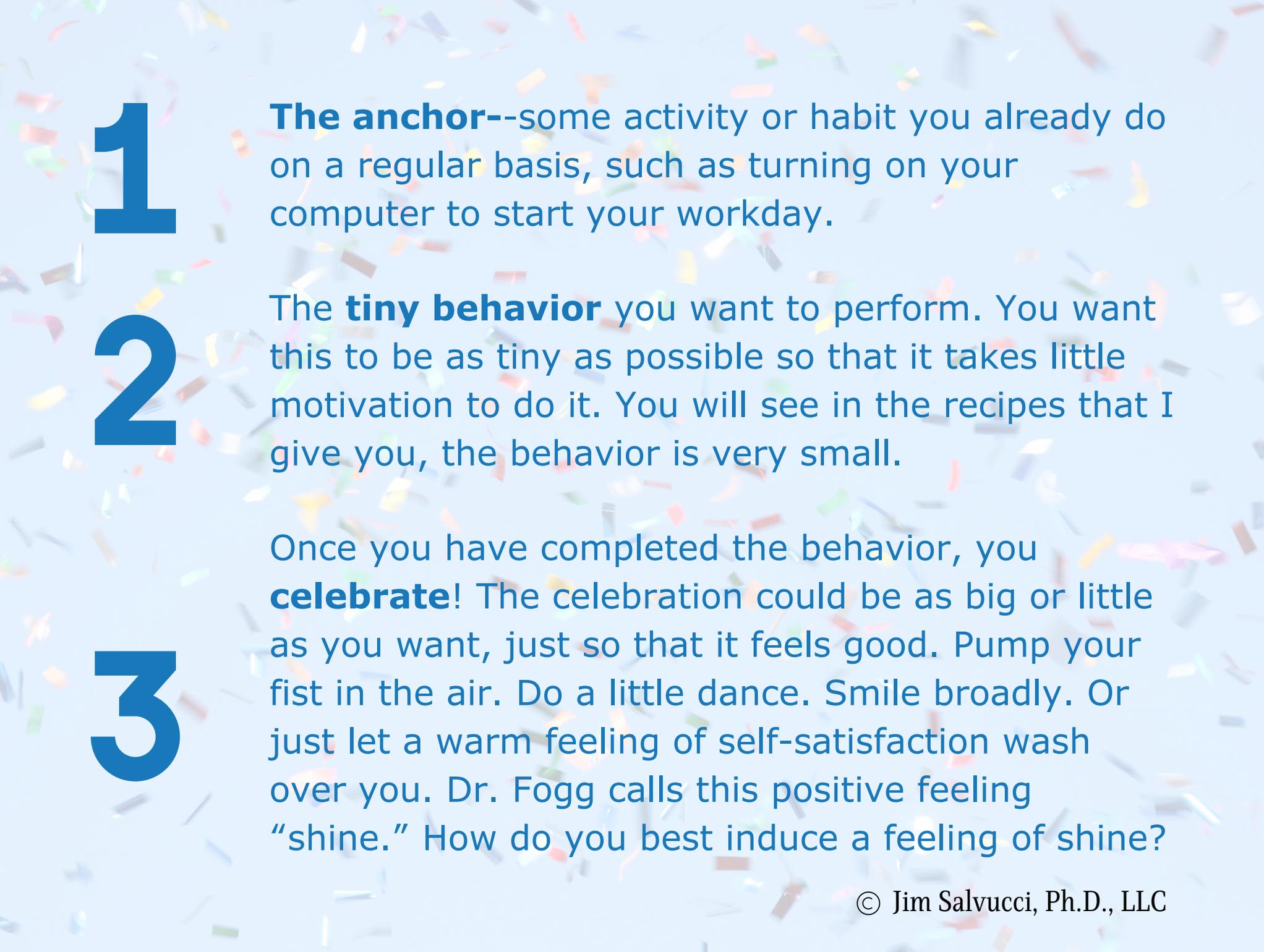
B.J. Fogg, founder of the Stanford University Behavior Design Lab, is the creator of the Tiny Habits method, a breakthrough approach to habit development and behavior change. Each of the Tiny Habit Recipes I give you consists of three parts:

Anchor

Tiny Behavior

Celebration

If you want to go beyond the tiny behavior, that it also something to celebrate! *Just remember that you do not have to do anything but the Tiny Habit, and that celebrating that behavior is vital.*

The background of the slide is a light blue color with a dense, scattered pattern of small, multi-colored confetti pieces in shades of red, yellow, green, and purple. On the left side, there are three large, bold, blue numbers: 1, 2, and 3, arranged vertically. Each number is positioned to the left of its corresponding text block.

1

The anchor--some activity or habit you already do on a regular basis, such as turning on your computer to start your workday.

2

The **tiny behavior** you want to perform. You want this to be as tiny as possible so that it takes little motivation to do it. You will see in the recipes that I give you, the behavior is very small.

3

Once you have completed the behavior, you **celebrate!** The celebration could be as big or little as you want, just so that it feels good. Pump your fist in the air. Do a little dance. Smile broadly. Or just let a warm feeling of self-satisfaction wash over you. Dr. Fogg calls this positive feeling “shine.” How do you best induce a feeling of shine?

Part 2: The Transform to GREATness Method

Perform each of the following five tasks once or repeat them as needed on separate occasions. Repeat the Tiny Habit Recipes as frequently as appropriate. Feel free to adjust them as needed to fit your experience and circumstances.

Gain self-awareness

The ability to truly know the self will unlock the insight and wisdom you will need to become a great leader. Self-discovery can be a joy!

1. What are your five (or more) best professional traits or qualities? What do they reveal about your values? How are they reflected in your behavior? For instance, if you say you are outgoing and extroverted, that might indicate that you value personal relationships. If you say you are private and introverted, that might indicate you value contemplation and careful thought.
2. What are your best personal (non-professional) traits or qualities? (These may be similar to, or the same as, your professional ones.) What do they reveal about your values? How are they reflected in your behavior?
3. From the two lists of values, which ones from the professional side overlap with, or relate to, ones on your personal side? The ones that overlap are your core values.
4. Consider how these core values relate to your personal and/or organizational mission. What (if anything) did you learn about yourself?

BONUS

Tiny Habit Recipe on Self-Awareness

After I plan my week, I will write down one thing I would do if I had infinite resources. (What you write down will reflect your values. Over time, you will have a catalog of such items.)

Celebrate every time you complete this behavior!

Relate

Building positive relationships with others — those you lead, those you follow, and those you walk alongside — is key to becoming a great leader and to guiding others to greatness.

1. On a scale of one to ten, ten being wonderful and one being the opposite, rate your relationships with the following:
 - a. The people you lead, officially or unofficially (in general)
 - b. Your boss or bosses (if applicable)
 - c. Your colleagues and/or peers inside and outside your organization
2. Wherever you land on the scale, how did you get there?
3. What would being closer to ten on each scale look like to you (if you are not already there)? What (if anything) did you learn about your relationships with others?

BONUS

Tiny Habit Recipe on Building Relationships

After I return to my office from meeting someone new, I will think of one way I could be useful to them.

Celebrate every time you complete this behavior!

Engage

Great leaders are active, involved, and aware. The greatest leaders apply their values to calibrate their involvement and maximize their followers' effectiveness. They are neither passive nor aggressive. Great leaders are instead curators of goals, standards, strategy, and even risk.

1. List your core values from "Gain self-awareness."
2. Describe an instance in the past week when you applied each value. If you cannot think of one, describe when you last applied that value.
3. What is your personal mission or the mission of your organization?
4. Describe when you last (if ever) used that mission to shape a decision or action.
5. What could you do to better apply your values and mission to your decisions or actions with your people? What (if anything) did you learn about your level of engagement?

BONUS

Tiny Habit Recipe on Engagement

After I settle into my desk each the morning, I will review my list of core values, my personal mission, or my institutional mission.

Celebrate every time you complete this behavior!

Aspire to greatness

Make greatness your constant pursuit. Great leaders are restless to improve and grow, to become even greater, to inspire others to greatness.

1. Think of a leader you admire. It can be someone you know or just know of. What makes that person a great leader? (It's not a matter of personal success but the ability to guide others.)
2. If you were to magically have those same traits, what would that look like in your life right now? Be sure to consider your values and your personal and/or organizational mission.
3. In two or three present-tense sentences, write your aspiration as a goal, starting with "I am so happy and grateful now that I..." What (if anything) did you learn about your aspirations?

BONUS

Tiny Habit Recipe on Aspiration

After I pour my morning coffee/tea/juice/smoothie, I will read my aspiration.

Celebrate every time you complete this behavior!

Trust Others and Yourself

A leader without trust is no leader at all. Leaders must trust their followers and trust themselves to choose the right things first, to have the integrity and the decency to achieve their mission.

1. What doubts do you have about your own abilities?
2. What doubts do you have about the abilities of the people you lead?
3. If you had no doubts about yourself, what would that look like? How close are you to that ideal?
4. If you had no doubts about your people, what would that look like? How close are you to that ideal?
5. Your descriptions in 3 and 4 are your trust goals. What (if anything) did you learn about your degree of trust?

BONUS

Tiny Habit Recipe on Self-Trust

After I think of one of my flaws or shortcomings, or blame myself, I will take a deep breath and say to myself, “no worries. We can change that.”

Celebrate every time you complete this behavior!

That's it! G-R-E-A-T



Gain Self-awareness

Relate

Aspire to Greatness

Engage

Trust Others and Yourself

Great leaders know and embrace their values in order to stay on mission.

Of course, achieving greatness as a leader is not a one-off. True greatness requires continuous care and striving. You must constantly transform to be even greater. That's what great leaders do. Great leaders make personal improvement a habit, and great habits start tiny.

Guidance for Greatness can help you understand how to focus on mission to achieve the greatness you have always had inside you as a leader. Give us a call and let's talk about Moving From Challenge To Change Today!

© 2022 by Jim Salvucci, Ph.D., LLC; Call; (410) 916-6579 or email: info@GuidanceForGreatness.com

You can also simply schedule a breakthrough conversation:

<https://calendly.com/jimsalvucci/free-leadership-consultation>.