

Personal Leadership Questionnaire

Please take the time to fill out this survey. It is not necessary for you to write or sign your name on the form. Although this survey is anonymous and names will not be recorded, we ask that you answer all the questions as accurately as you can. Thank you.

Please answer the following questions about yourself using these responses:

1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4=Agree 5= Strongly Agree

1. _____ I have a personal vision that is clear and compelling to me.
2. _____ I am a kind and considerate person.
3. _____ I feel that those who know me appreciate me.
4. _____ I am seen as a great person to work with.
5. _____ I always give my best effort.
6. _____ I “walk the walk” as well as “talk the talk”.
7. _____ I feel that I am highly regarded by those who know me.
8. _____ I have faith in myself and will “do what it takes” to insure that I accomplish my personal goals.
9. _____ I feel that my life means something.
10. _____ I feel as if my coworkers’ problems are my own.
11. _____ I believe that work quality should always be a high priority.
12. _____ I have a personal vision statement that brings out the best in me.
13. _____ I set challenging goals because I have faith in my success and myself.
14. _____ I feel valued by those who know me.
15. _____ I have the courage to stand up for what I believe in.
16. _____ The work I do is meaningful to me.
17. _____ I feel a strong sense of belonging with my coworkers.
18. _____ I am a very efficient person.
19. _____ I am a trustworthy and loyal person.
20. _____ I am very happy with my career.
21. _____ My personal vision inspires my best performance.
22. _____ I do not punish honest mistakes.
23. _____ I always do my best because I have faith in myself.
24. _____ I make a difference in people’s lives.
25. _____ I feel that those who know me respect me.
26. _____ I am honest and without false pride
27. _____ I am very productive in my work.

Personal Leadership Questionnaire Answer Key

This survey was designed to measure key areas of personal leadership. If your score in any area is below 3 this indicates the need for improvement. If your score is between 3 and 4 this indicated an area that could need some attention. Scores above 4 indicate areas that are satisfactory.

Vision – describes your personal journey and why you are taking it; defines who you are and what your doing now.

Total your answers for questions

01 _____

12 _____

21 _____

Total _____ /3 = _____

Altruistic Values – Ethical standards that, when followed, create a sense of wholeness, harmony, and well-being produced through care, concern, and appreciation for both self and others.

02 _____

06 _____

15 _____

19 _____

22 _____

26 _____

Total _____ /6 = _____

Hope/Faith – the assurance of things hoped for, the conviction that your vision/ purpose/ mission will be fulfilled.

08 _____

13 _____

23 _____

Total _____ /3 = _____

Meaning/Calling – a sense that your life has meaning and makes a difference.

09 _____
16 _____
24 _____

Total _____ /3 = _____

Membership – a sense that you are understood and appreciated.

03 _____
07 _____
14 _____
25 _____

Total _____ /4 = _____

Organizational Commitment – the degree of loyalty or attachment to your work organization.

04 _____
10 _____
17 _____
20 _____

Total _____ /4 = _____

Productivity – efficiency in producing results, benefits, or profits.

05 _____
11 _____
18 _____
27 _____

Total _____ /4 = _____

PERSONAL LEADERSHIP

Personal leadership is the self confident ability to crystallize your thinking and establish an exact direction for your life, to commit yourself to moving in that direction and then to take determined action to acquire, accomplish or become whatever you identify as the ultimate goal for your life.

Personal leadership is a process of developing a positive self-image that gives you the courage and self-confidence necessary to consciously choose actions that satisfy your needs, to follow that path with perseverance, and accept responsibility for the outcome.

Exercising personal leadership demands conscious assumption of control over one's own destiny through the establishment of personal goals based on values that give depth and meaning to every action. Every instance in which you act out of self confidence, a sense of commitment of purpose or from a desire to fulfill you own personal needs is an expression of you personal leadership. Doing what you know is right and productive for you regardless of obstacles or the opinions of others is the essence of personal leadership.

Personal leadership is not created by situations but by your response to them. The proper beginning point for developing personal leadership is with the strength and abilities you have now.

To exercise strong personal leadership people must:

1. Recognize and believe in their own untapped potential.
2. Develop a strong self-image.
3. Learn to be self-motivated through creating desires held in expectation with the belief that they will be realized.
4. Become a practitioner of goal setting.
5. Define success as the progressive realization of worthwhile predetermined personal goals.

Of utmost importance is for you to have written goals. Goal direction is the characteristic that makes it possible for you to focus all your strengths on the overriding purpose of your life. Goal direction acts as a lightning rod for your personal leadership. It marshals all the forces of your untapped potential, makes use of you positive self-image and acts as a guide for your self-motivation.

PERSONAL MISSION STATEMENT

The foundation of personal leadership is a **Personal Mission Statement**. It is a philosophy or creed that focuses on what you want to be (character), to do (contributions and achievements), and on the values or principles that your attitudes and actions are based. It is a personal constitution that, much like the United States Constitution, is fundamentally changeless.

“It becomes a personal constitution, the basis for making major, life-directional decisions in the midst of the circumstances and emotions that affect our lives. It empowers individuals with the same timeless strength in the midst of change (Covey, 1990, p.108.)”

Personal leadership should be viewed as a journey not a destination. Like spiritual perfection it is something one can always lose if not continuously being sought, and where progress is the goal not perfection.

The development and presentation of a personal mission statement requires you to apply these issues of personal leadership to yourself personally. It requires you to define your vision, purpose, and mission in life. Your statement might include answering such personal questions as:

1. What is my journey in life? Why do I exist to pursue my journey?
2. What really counts.... What matters most to me;
3. What do I want to accomplish with my life?
4. What values do you follow to accomplish your mission?
5. How you would like to be remembered (accomplishments and or attributes).

Write your personal mission statement as a positive affirmation. Also, identify and describe what you believe to be the 10 values that are most important to your personal leadership and rank each in order of importance to your personal leadership. Write a brief but clear defense of why you ranked them in the order you did. Also identify 3-6 High Importance/High Power stakeholders and the expectations you must meet or exceed to satisfy each stakeholder. Identify 1-2 key issues that must be addressed to better meet stakeholder expectations. Then write down 2-3 goals for each issue that must be accomplished if it is to be adequately addressed.

H#4

Vision Statement (What is my journey?)

Purpose Statement (Why am I taking it?)

Mission Statement (Who am I now and what am I doing **NOW** to fulfill my Vision and Purpose?)

Top Ten Values (With first person definition)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Key Stakeholders

	Power	
	HIGH	LOW
HIGH		
Importance		
LOW		

Stakeholder – An individual or group that has a stake in your personal effectiveness or performance.

Personal effectiveness – The degree to which you meet or exceed the expectations of your key stakeholders.

Issues – Challenges you face in meeting or exceeding key stakeholder expectations

High Power and/or High Importance Stakeholders:

1. _____ 2. _____
- _____ 3. _____
- _____ 4. _____
- _____ 5. _____
- _____ 6. _____
- _____

Stakeholder Expectations

1. _____

Issue: _____

Goal: _____

2. _____

Issue: _____

Goal: _____

3. _____

Issue: _____

Goal: _____

4. _____

Issue: _____

Goal: _____

5. _____

Issue: _____

Goal: _____

6. _____

Issue: _____

Goal: _____
