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# INTRODUCTION


## How to Use this Workbook

*The Leadership Workbook* is intended to be a guide to assist you in the journey of leadership development. There are a few things you should know before proceeding. There are instructions on the proper handling of this material, as there are instructions for anything of value. This book is a tool to build your foundation to become an inspiration to your peers and others. Do not just read it, but also use it as a reference and a guide to keep you on the path of self-development.

### Key Terms

You may be tempted to breeze by these sections in each chapter. Don't. It is important to read through the key terms provided at the beginning of each chapter to be sure you understand what is in the text that follows. Oftentimes, we read books and read right pass words we may not know and assume we get the gist of what is being said. Knowing what the words mean is essential to your understanding. If there are other words not included in the key terms, make sure you have a dictionary nearby to look up words you need definitions to as you are reading.

### Personal Leadership Plan Activities

Throughout the book, you will notice several pen icons (). These are places where you will be asked to complete activities and writing. Do not skip these parts, as they are an essential part of the learning process. This book is not meant to be passively read and absorbed. You are an active participant in your own self-development and completing the in text activities is a must. The activities labeled *Personal Leadership Plan* at the end of each chapter may take more time to complete than one day. You are encouraged to begin the activities as you have time. Make sure you go back and update your progress on these projects even as you continue your reading.

### Resources

You are encouraged to take your study beyond these pages and look deeper into your own thoughts and the thoughts of others by researching the resources provided at the end of each chapter. There are suggested books, websites, and other tools to amplify the material in the text. Completing the reading and activities presented in this book will cause a change in your attitude and perception about yourself and the world around you if you are receptive to it. You have an opportunity to live up to your greatest potential and master your destiny by being an effective leader.