

# Leadership Skills



HABIT	CHARACTER	COMPETENCE	LEADERSHIP SKILL MINI-LESSONS
HABITS 1–3: INDEPENDENCE			
<p>Be Proactive®</p> <p>Begin With the End in Mind®</p> <p>Put First Things First®</p>	<ul style="list-style-type: none"> <li>• Initiative</li> <li>• Responsibility</li> <li>• Vision</li> <li>• Integrity</li> </ul>	<ul style="list-style-type: none"> <li>• Goal Setting</li> <li>• Planning</li> <li>• Time Management</li> <li>• Organization</li> </ul>	<p><b>Taking Care of Yourself</b></p> <ul style="list-style-type: none"> <li>• Cleaning Up After Yourself</li> <li>• Choosing Your Attitude</li> <li>• Dressing for Success</li> </ul> <p><b>Managing Time Wisely</b></p> <ul style="list-style-type: none"> <li>• Determining Your Big Rocks</li> <li>• Planning Weekly</li> </ul> <p><b>Being Organized</b></p> <ul style="list-style-type: none"> <li>• Being Organized at School</li> <li>• Being Organized at Home</li> </ul> <p><b>Setting Goals</b></p> <ul style="list-style-type: none"> <li>• 4 Disciplines</li> <li>• Writing a Mission Statement</li> <li>• Drafting a Cover Letter</li> <li>• Creating a Résumé</li> <li>• Completing a Job Application</li> <li>• Preparing for an Interview</li> </ul>