

Banners Instruction Sheet

Instructions: Draw your banner outline on newsprint and, following the key, use a word, short phrase, or symbol to describe yourself in the areas listed below. You may want to refer to the impressions you wrote down following the reflection period, to guide you in this activity.

KEY

1,2,3,4, Create four symbols (pictures) that represent your deepest, most cherished values in life. Do these in order of importance (1,2,3,4).

Use written statements (short phrases or words) to describe the following:

5. Who am I?
6. My happiest moment, experience, or greatest achievement.
7. The three things I do well.
8. Three areas, traits, characteristics, or attitudes I want to improve.
9. Personal motto by which (I try to) live by.
10. One thing I would like to have said about me if I should die today.
11. Three things I would like to learn to do better.
12. Three accomplishments I want to grasp during my lifetime.
13. Three things I would like to start doing now.
14. My three highest priority life goals.

1. Why is it important to have a vision?

2. What do the following quotes mean AND how can they be related to your life?

“If you build it he will come.”

“Go the distance.”

3. What leadership lessons can be learned from the “Field of Dreams”?

Date: _____

Agenda

Quote for the day:

What does it mean to me:

Notes:

What did I learn today:

Vision

There are people in this world who knew what they wanted to be, do and accomplish before they were 20 years old! They are truly the lucky ones. Most of us are still searching for the answer to that

question we all must answer, “What am I going to do with my life?” We are all in such a rush that we rarely slow down to evaluate where we are going and decide where we really want to end up.

Here is one of the “secrets to success,” get ready..... here it comes..... you must have a vision!

If you take a look around, everything that has been made by men and women, started with a vision. When the automakers create a car, it comes from someone’s or several people’s vision. A movie director has a vision of what they are trying to put up on the screen. All athletes have a vision... winning the championship. When was the last time you sat down and had a vision for your own life? You need to have a direction in which to head. In the process of creating a vision you need not be very specific or have too many little details. You are just getting a sense of where you want your life to head, the atmosphere you want to be surrounded in or the things you are hoping to accomplish.

Visions can and will change as you get older, wiser, and get a better sense of what it is you really want out of life. Many people use their vision as a motivator to keep them on the right track when they are faced with distractions like drugs or alcohol and getting involved with the criminal element.

Everyone needs a starting point,

Write your vision for your life here:



Goals

You have heard it over and over from your parents, teachers, and even from your coaches... you need to set goals if you are going to be successful. However, most of us have done a pretty good job of

resisting their pleas. There are a couple of reasons why we and other people resist setting goals; here are a few:

1. Afraid of not reaching the goals we set.
2. We do not know how to really set goals.
3. We have better things to do now, so when we become adults, then we'll set them!

What are some reasons you might have for not setting goals? List them here:

- 1.
- 2.
- 3.

That's enough! If you have more reasons, you are an expert at avoiding goal setting!

Let's look at what a goal is and why it is important. This might make it easier for you to understand why everyone is trying to get you to set them.

Goals are the destinations you set in your life. If you were to get in a car and travel without a destination in mind you would spend a lot of time sight seeing. There are a lot of people, adults included, who do not set goals and are coasting through life.

If you were on a bike, the only way you could coast is if you were going downhill. The reason why goal setting is important to you is it gives you a destination to move towards. You have nothing to fear from setting goals. They will not hurt you and they do not determine if you get a date or are popular at school. What setting goals will do for you is help you achieve the dreams you may have. Many young people are turned off to setting goals because you may have been told what your goals should be, which no one likes!

Goals are not dreams, visions, or wishes. In fact, the way you can tell the difference is because goals have 5 components to them.

1. Specific - You know what it is you want to do.
2. Measurable - There has to be a way to measure when you have achieved your goal.
3. Action Oriented - You have to do something to make your goals happen, it will not just happen unless you have some action steps.
4. Realistic - It has to be something that can realistically happen. You may want to be a millionaire but the odds of it happening overnight are unrealistic, unless you win the lottery. Can you really achieve your goal? You may have to work hard, but if the answer is yes, and it is realistic to you, is what really counts.
5. Time Deadline - You have to have a deadline as to when you are going to achieve your goals or you could be working on them forever.

Here is an example of a goal that has the 5 components:

I want to attend the Sadie Hawkins dance on the 20th of March and to ask James to be my date (girls ask the boys to the Sadies dance).

This example contains all of the components that make up a goal. You need to cover all 5 areas if you want to be successful when setting your goals.

Here is another example:

I would like to have one million dollars saved in my savings account by my 40th birthday.

This is specific, you know what this person wants to achieve. They have set an amount so that it is measurable. Their action is that they have to save and deposit money into their savings account. If this is a young person, it is realistic that they may be able to accumulate one million dollars. They have also included a time deadline as to when they want to have this accomplished. This is a goal!

Write a goal you have using the 5 areas listed above. Don't worry about how outrageous it may be!

My goal is:

Now that you have learned how to set goals, you need to know how to achieve them. You need to add some objectives to your goals. These are the steps that you take to accomplish your goal. Let's look at the goal we used as an example.

You want to have one million dollars in your savings account by the time you are forty years old. The objectives that you might develop to accomplish this goal could include the following:

- ⇒ Get a college education.
- ⇒ Get a job and save 10% of my paycheck every week.
- ⇒ Invest 5% of my money in stocks that appreciate in value.
- ⇒ Create a budget that I can follow.

These are a few of the steps that will help you achieve your goal. Let us revisit the goal which dealt with the Sadies dance. The objectives that might go along with making this happen could be a few of the following:

- ⇒ Talk to James.
- ⇒ Save money to buy Sadies tickets and matching shirts.
- ⇒ Ask for the day off from work on March 20 and 21.
- ⇒ Make dinner reservations.

Goals, continued...

By approaching your goal in smaller steps, it is easier to accomplish than trying to make it happen in one giant step. It can be frustrating to set goals if you are not setting objectives to help you achieve your goals. They go hand in hand if you are going to be successful. When you were growing up, you probably heard “you have to walk before you can run.” A great saying that applies to goal setting. The walking is the objective and the running is achieving your goal! You may have been trying to run before you could walk, when that happens we fall or fail.

Having set your goal and created a list of objectives, there is one more component you want to add to the process that will help you insure success. This is the process of preparing for the obstacles that may get in your way before they appear! If you list the obstacles in the beginning and also list the ways to overcome these potential setbacks, You are ahead of the game.

There are different areas in which you may set goals. These areas would include finances, relationships, family, education, spiritual and also personal. Write one goal, along with the objectives for each of these areas:

Finances...Finances...Finances...Finances...Finances...Finances...Finances...Finances...Finances

My goal:

Potential obstacle:

Objectives:

- 1.
- 2.
- 3.

Relationships...Relationships...Relationships...Relationships...Relationships...Relationships

My goal:

Potential obstacle:

Objectives:

- 1.
- 2.
- 3.

Education...Education...Education...Education...Education...Education...Education...Education

My goal:

Potential obstacle:

Objectives:

- 1.
- 2.

Efficient Time Management

Using Time Wisely

1. Pinning down priorities is essential in delegating which activity takes precedence over another.
2. Categorize activities into “Must Do,” “Should Do,” and “Nice To Do” priorities and don’t let your attention wander away from “must do” tasks until they are finished.
3. A key to prioritizing activities is to set goals. Then you can weigh activities according to how they fit the pattern for accomplishing your goals.
4. Establishing an organizational system provides a feeling of being in control and makes it easier to do work and mark you progress.
5. Writing down your schedule, deadlines and possible conflicts in a journal lets you concentrate on the task at hand.
6. Stay focused on your goals.
7. Eliminate as many distractions as possible, and don’t fall prey to the ones that remain.
8. Don’t let others influence you to waste your time to their advantage.
9. You are accountable for what you do and what you leave undone.
10. If you set goals and then ignore them in favor of immediate gratification, you will have no one to blame but yourself when you fail to reach those goals.
11. Fretting over the future and focusing on negative possibilities of your actions will encourage procrastination.
12. Optimism kills inhibition. To learn life’s lessons, you must participate in life. Doing so eagerly will keep you moving forward.

Main Points

- A. Prioritize activities.
- B. Become Goal Oriented.
- C. Get Organized.
- D. Stay Focused.
- E. Take Responsibility.
- F. Maintain Optimism.

Procrastination

Why do we procrastinate? Check which reasons apply to you.

- ___ 1. I'm afraid to make mistakes, so I just don't do it.
- ___ 2. I'm afraid of making decisions.
- ___ 3. I'm afraid of finishing a task, because that might leave us with nothing to do and, heaven forbid, time on our hands.
- ___ 4. The task is unpleasant.
- ___ 5. The task is pleasant.
- ___ 6. I convince myself the task is unimportant.
- ___ 7. I think I have more time than there really is.
- ___ 8. The task seems overwhelming; I don't know where to begin so I don't begin.

Ask yourself: **WHAT WILL HAPPEN IF I DON'T GET THIS DONE?**

Usually procrastination is a habit we have formed to avoid unpleasant things, and once that pattern has been established it may know no bounds. Like Scarlet O'Hara we think, "tomorrow is another day" and we put off anything that does not have to be done today!

As you look at tasks to be done ask yourself.....

WHAT IS THE BEST USE OF MY TIME RIGHT NOW?

If you have carefully set up priorities, the answer should come to you readily; the best way to avoid procrastination is to JUST DO IT... And one of the best ways to get your self to just do it is to set your own deadlines. Deadlines eliminate the problem of thinking we have more time than there really is.

If the task at hand seems offensive, unpleasant, or threatening, then look at it in pieces. Make the first step as small as it needs to be for you to be able to take it, because without it you'll never get to the end of your task.

CRACKING THE PROCRASTINATION BARRIER

1. Confront and evaluate your fears.
2. Set deadlines with yourself AND others.
3. Be decisive, then act on your decision.
4. Use the Baby Step Method (one small step at a time).

AND REMEMBER... DO IT NOW!

Effective Time Management

1. **Time Analysis:** Keep an accurate and detailed time log of how all your time is spent for a given period of time (day, week, month).
2. **Planning:** Knowing what you want to do within a given time frame will add direction to your activities and help accomplish results. Set definitive goals for yourself for a specific time period. Keep the following points in mind when formulating your goals:
 - A. Make sure your goals are clear, definite, and operational.
 - B. Formulate goals in terms of results - not activities. You cannot do a goal.
 - C. Make sure your goals are challenging.
 - D. Avoid setting goals that conflict with other personal goals.
 - E. While your goals should be flexible, don't make them so loose that they change from day to day.
 - F. Don't overextend yourself by setting too many goals or ones you can never expect to achieve. You will only become frustrated.
3. **Setting Priorities:** Once you have defined some goals, you should set priorities. What are the most important tasks? Least important? Keep a daily "to do" list - a simple rating system for all the tasks on the list will help you make sure the largest portion of your time is devoted to the most important things.
4. **Analysis:** Has participating in this activity helped you use your time more effectively? Why or why not? Be specific. What are your biggest problems in time management?

Common Time Wasters

Daydreaming/ Distractions.
Conflicting commitments.
Changing priorities.
Failure to set priorities.
Inadequate planning.
Too few people involved.
Lack of clear goals.
No concentration.
Accepting too many jobs at once.
Blaming other people for mistakes.
Failure to let other people work on their own.
Failure to share expectations.
No authority to carry out responsibilities.
Procrastination.
Too much clutter.
Too much neatness.
Failure to delegate.
Too tired.
Interruptions.

Daily Time Record

Date: _____

TIME	TASK	SHOULD I HAVE DONE IT?	TO WHOM SHOULD I HAVE ASSIGNED?
7:00 - 8:00			
8:00 - 8:30			
8:30 - 9:00			
9:00 - 9:30			
9:30 - 10:00			
10:00 - 10:30			
10:30 - 11:00			
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6:00 - 6:30			
6:30 - 7:00			
7:00 - 7:30			
7:30 - 8:00			
8:00 - 8:30			
8:30 - 9:00			

Things to do today...

Date: _____

	Completed?
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
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16.	
17.	
18.	
19.	
20.	

Fear

Developing into a productive part of society is not always an easy journey. Along the way there are many obstacles that try to pull you off the path. One of the biggest roadblocks to achieving success in any area is “fear”. How many times have you wanted to ask someone out on a date but fear held you back? Perhaps you wanted to run for an office but you were afraid of running and loosing the election. Well, if you think about it, you lost the election because you never entered.

Being afraid is one of the most natural emotions we possess. The key thing to remember is... it’s O.K. to be afraid as long as we don’t let that “fear” stop us from doing the things which will make us a better person. When we confront many of our fears, we realize they are not so terrible at all! If you think back to when you were afraid of something and still tried it, you probably did not get as frightened as you thought you would get.

There are many people, young and old, not doing the things they would like to do because fear is stopping them. Instead of attempting the things they want to do, they are watching others have fun! Life is too short!

What is it you would like to do but fear is stopping you?

What would make it easier for you to do this?

If you knew your friend wanted to do something you have done, but was afraid to do it, how would you encourage them?

Unit 1 Exhibition

Individual Leadership Skills Poster

Due date: _____

Please create a 22" x 28" poster about yourself. In order to complete this exhibition please include:

- Your FIRST AND LAST name larger than the rest of the fonts used on the poster.
- Use at least five different colors on the poster.
- Be CREATIVE.
- Use pictures, words, diagrams, and art to demonstrate your work.
- Have at least one photo of yourself on the poster.
- Reply to the following questions and statements.

1. **Quotes:**

List one of your favorite quotes, explain what it means, and why it is important to you.

2. **Ten Characteristics of a Leader:**

- A. What are three of your most outstanding leadership characteristics?
- B. List the characteristics and explain a specific example demonstrating why they are your strengths.

3. **Values:**

List three of your most important values and discuss how they influence your life.

4. **Self-Esteem:**

- A. Discuss the strengths and weaknesses in your self-esteem.
- B. If you need improvement, specifically how can that be achieved?
- C. Why is high self-esteem important to effective leaders?

5. **Friendship:**

- A. Who are your best friends?
- B. Why are they your best friends?
- C. What kind of friend are you to others?

6. **Vision, Goals, Objectives, and Obstacles:**

- A. What is your vision for yourself 20 years from now?
- B. What is one goal you have set to reach that vision?
- C. What are three objectives to help you reach your goal?
- D. What is one obstacle that may get in the way of you reaching your goal?

7. **Thunderbolts (Stress management):**

- A. What is one THUNDERBOLT that has hit your life?
- B. How did you react to it?
- C. What have you learned from it?

8. **Time Management:**

- A. Explain the strengths and weaknesses in your time management.
- B. Explain how you are addressing your weaknesses.
- C. Why is Time Management important to leaders?

9. **Thank You:**

- A. Who are the people you need to thank for their support and why?
- B. How often do you say thank you.

10. **Pyramid of Success:**

- A. Which of the building blocks in John Wooden's Pyramid of Success, do you believe are your strongest qualities?
- B. Describe how these qualities will make you a successful person.

11. **Public Speaking:**

- A. Discuss the strengths and weaknesses in your public speaking skills.
- B. Explain how you can improve your skills.

12. **Summary of Individual Leadership:** After evaluating your personal leadership skills...

- A. What are your two strongest leadership qualities?
- B. Specifically what can you do to improve your greatest weaknesses.

Mentors

Growing up is not as easy as it used to be and even then it was not very easy! We talked and wrote about role models a little earlier and here is another aspect of role modeling.

Mentoring is having someone provide some answers to questions you may have about different topics from math to life. This person is usually older and has a lot more experience than you have. If you are an only child or the oldest of your siblings, you could consider this person an older brother or sister. They can provide the same type of guidance that you are providing to your brothers and sisters. Mentors provide a lot of answers that they have discovered through personal experiences. A program that provides mentors can save you the heartache, sweat and some of the mistakes that come with growing up.

Another way mentors can be utilized is in helping you decide on a career or getting questions answered which are related to a specific career. Many people have achieved success in their life because they had a mentor who gave them inspiration, direction, and provided opportunities for success.

When choosing a mentor for yourself, here are some hints:

- ⇒ This person has a lot of experience. Learn from their experiences so that you may not have to make their same mistakes.
- ⇒ Your mentor can be a friend for life if you let them into your life.
- ⇒ They do not have all the answers to your problems or questions.
- ⇒ They will challenge you to your limit so that you will reach your potential.
- ⇒ You can be a mentor to a younger student and repay the opportunity you are receiving.
- ⇒ Your mentor is not there to do your work! They help you when you are stumbling.

Role Models

When Madonna first became successful, there were a lot of young women who became Madonna “wannabes.” There were plenty of people dressing exactly like her and doing their best to imitate her personality, talk and even dance. Why? To a lot of people she became their role model, someone they wanted to pattern their life after.

We all have role models - people we look up to or we are trying to emulate. There is nothing wrong with having a role model as long as you are still you, which is where many people get confused. They want to be the person they are trying to imitate! The last thing the world needs is 3 million women running around trying to be Madonna. To be fair... the last thing the world needs is 3 million men running around trying to be Arnold Schwarzenegger, Dennis Rodman, or even Kurt Cobane! A great way to tell if you have chosen a positive model is if you had children, would you mind if they acted like the person you are following? Now you know why your parents may sometimes get upset about your behavior.

Another point to consider is... you are probably considered a role model yourself! If you have a younger brother or sister they look up to you and try to copy your behavior whether it be positive or negative!

Who are your role models?

What are the qualities of your role models (what do you admire in them)?

- 1.
- 2.
- 3.
- 4.
- 5.

How would you rate yourself as a role model for other people?

Great Good O.K. Need Work

Why?

Support

As you grow you are going to need support from your friends and parents. You also should be giving support to your friends and family. There are plenty of ways you can support people. Here are a few:

LISTENING - without passing judgment and offering "if I were you, what I would do in that situation." Your friend may just need you to listen and be someone they can just share what is troubling them.

PEER PRESSURE - is amazing! It can get you to drink a substance that will harm you, force you to get on a ride that will scare you to death or get you to walk across the gym and ask another person to dance. If you are going to pressure your friends into doing something, make sure it is positive.

TIME - We all need time by ourselves, just to think or have quiet time. Allow your friends the time to be by themselves without asking them "what's the matter?" You and your friends can't be happy and "up" all the time.

CHANGE - Are you the same person you were three years ago? Probably not. Allow your friends to change and grow too. We cannot stay the same way forever, even Peter Pan grew up! By allowing our friends to grow and change, they are becoming and developing themselves for the future. The best we can do is allow them that space.

Friends

As we are growing up and going through life, we turn to our friends for support, encouragement, and advice. When you have a problem you may go to them before you go to your parents. Many teens seek their friends advice before they talk to their parents, which is why it is important to choose your friends carefully. It's not always a stranger that will come to you and offer you a substance that may harm you, sometimes it's a friend. Our friends can pressure us to do things we normally would not do and this can be in a positive or negative direction.

What are qualities that make for a good friend? A few of the qualities that I look for when choosing my friends are that they have to be honest, accept me for who I am and they need to be positive. I don't like a friend who will lie to me or they are always complaining about something. They have enjoy my company and vice versa. Here is a great question to ask yourself; If you had children would you want them associating with your friends?

What qualities do you look for when choosing your friends?

Are your friends helping you achieve success or are they keeping you from being the best you can be?

Who are some of your friends? Why?

What are the qualities you possess that your friends appreciate?

You can never have too many friends as long as they are the right type of friends! We sometimes make the mistake of missing out on "new friendships" because of some false beliefs. How many times have you refused to allow someone to be your friend because you did not like the clothes they wear or the type of music they listened to? Many people are missing out on meeting new friends because of some perceptions they have which are false. They also have some stereotypes that are not true and they are not willing to go beyond these preconceived ideas.

What are some reasons that people do not make friends?

What are some of the false perceptions people make about others they have not met?

Friends, continued

Friends are necessary if you are going to make it in this world. You do not need to have a million friends but it is comforting to have someone to call “friend. You may be missing out on a great friendship by keeping your circle of friends limited.

Things to remember about friends

- You can never have too many.
- You can destroy a lifelong friendship with a careless act.
- Friends are not always your best friends, they can encourage you to do things that can help you and hurt you. Choose your friends wisely.
- Your circle of friends will change as you grow and change.
- You should give someone the same type of support you want to receive from your friends.
- Friendship is earned, not given.

Thank-You

You will achieve success in your life if you set yourself up for success. You know that if you are skipping school, using drugs, or hanging around the wrong crowd you are going to have a tougher time

achieving success. When you do get to a point that things are going your way, avoid the mistake that many make. You do not achieve any degree of success alone, there are people who have helped you along the way! Remember to go back and “thank” those people for their help and support. When you do, they are encouraged to continue helping others who follow after you. I am still waiting for the “professional sports stars” to return some of their incredible salaries to the coaches and teachers who have helped them along the way.

List a few of the people that have helped you in your life AND the role they have played:

-
-
-
-
-

People who I need to thank:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

You have the same opportunity to provide to others, the same type of support you have received. Plenty of your friends have been and are going through tough times. What have you done to make those times easier? What are the ways you are supporting your friends?

The best way I can support my friend _____ is by:

The best way I can support my friend _____ is by:

The best way I can support my friend _____ is by:

Fuzzyland

Once upon a time, a long time ago and a far way from here, there was a place called Fuzzyland. People were very happy in Fuzzyland because in those happy times everyone at birth was given a small soft, fuzzy bag. Any time a person reached into this bag he/she was able to pull out a Warm Fuzzy. Warm Fuzzies were very much in demand because whenever somebody was given a Warm Fuzzy, it made

him/her feel warm and good all over. People who didn't get Warm Fuzzies regularly were in danger of developing a sickness called "Fuzzy Deficiency Anemia." Their backs would shrivel up, and they would shrink up so much in size that they would hide from people.

In those days it was very easy to get Warm Fuzzies. Anytime you wanted a Warm Fuzzy, all you had to do was walk up to someone and say, "I'd like a Warm Fuzzy, please." The person would reach into their bag and pull out a Fuzzy the size of a little girl's hand. As soon as the Fuzzy saw the light of day, it would smile and blossom into a large, shaggy, Warm Fuzzy. The person would then lay it on your shoulder, or head or hand and it would snuggle up and melt against your skin and make you feel good all over. You could give yourself a Warm Fuzzy, but it always seemed to feel nicer if someone else gave you one. So, fuzzies were always given freely and getting enough of them was never a problem. Fuzzyland was a happy place because everyone felt so friendly and good most of the time.

One day a bad witch came to Fuzzyland and tried to sell people her strange potions and salves. When no one wanted to buy them (because they all felt so good) she became very angry and cast an evil magic spell on the people of Fuzzyland. The spell made them believe that Warm Fuzzies were getting scarce, that eventually they would run out, and there wouldn't be any left. So people reached in less and less into their Fuzzybags and became very stingy. Everyone began to notice the lack of Warm Fuzzies and newspapers carried stories about the "great fuzzy shortage." People started to feel that they were shrinking, so they went to the witch to buy her potions and salves, even though they didn't seem to keep anyone's back from shriveling up.

The bad witch didn't really want people to shrink and hide (who then would buy things from her?). So she devised a new scheme. She gave everyone a bag that was very similar to a Fuzzy Bag, except this one was cold instead of warm. Inside the bags that the witch gave people were Cold Pricklies. These Cold Pricklies did not make people feel warm and fuzzy, but made them feel cold, prickly and crabby instead. From then on, people who would not share Warm Fuzzies would give away Cold Pricklies.

So although there were not very many people shrinking and hiding yet, a lot of people were unhappy feeling very cold, prickly and crabby. The situation in Fuzzyland had become very, very sad. Remember, it really all began with the coming of the bad witch who made people believe that there was beginning to be a shortage of Warm Fuzzies in their land.

Finally, on one sunny day a good witch arrived in Fuzzyland. She had not heard about the bad witch and was not affected by the evil magic spell. She wasn't worried about running out of Warm Fuzzies at all, but gave them away freely even when not asked. She was a kind witch and knew Cold Pricklies were bad for people. She never ever would give anyone a Cold Prickly. Many people disapproved of her because she was giving children the idea that they should never worry about running out of Warm Fuzzies. And then a new wonderful magic began to happen! Each time the good witch gave a child one of her Warm Fuzzies, the bad witch's evil spell was broken, and that child could in turn break the evil spell again by giving someone else a Warm Fuzzy. Many people, children, and grown-ups alike were so used to exchanging Cold Pricklies that at first they refused to accept Warm Fuzzies. But the children whom the good witch had befriended kept giving Warm Fuzzies freely until everyone in Fuzzyland was once again feeling good and warm and fuzzy all over. Everyone, that is, except the bad witch. They say that she just sneaked out of Fuzzyland one dark night hoping to peddle her potions and salves elsewhere.

Stage Fright

10 RULES FOR OVERCOMING STAGE FRIGHT

1. Practice your presentation.
2. Have full and complete knowledge of your subject.
3. Practice your presentation.
4. Know your audience.
5. Practice your presentation.
6. Mentally picture yourself in presentation situations (visit the site if possible).
7. Practice your presentation
8. Rehearse your opening and closing until thoroughly familiar.
9. Practice your presentation.
10. Prepare 30 minutes for every 10 minutes of presentation time.

Outline for Delivering Speeches

INTRODUCTION

Attention Getter!

Get the audiences attention - use a quote, statistic, fact, or action.

Involve Them!

Tell the audience why you are talking to the, what is their interest.

Thesis

The main idea of your speech. Be specific and complete. State your idea clearly. Avoid skirting around the main issue.

BODY

Main Point

Supporting detail

Supporting detail

Supporting detail

Main Point

Supporting detail

Supporting detail

Supporting detail

CONCLUSION

Summary

Restate your thesis and main points. Don't add new ones!

GOTCHA!

The last thing you say should leave a lasting impression on the audience. Use an impressive quote, magic trick, statistic, personal challenge, visual, personal experience, etc.

Checklist for Successful Speeches

Preparing for the Speech:

1. ___ I know what they want me to talk about.
2. ___ I can summarize my main point in one sentence (thesis statement) and can state the most important ideas in three main sentences (main points of the body).
3. ___ I have a catch beginning, a straight forward middle and a thought provoking end.
4. ___ I have written the speech on note cards in a few different colors to make the main points stand out. I have remembered to number the cards (in case you drop them).
5. ___ I have told the speech to my mom, dad, dog, or mirror exactly as I hope to give it to my audience. I have received constructive criticism and tried it again.

Delivering the Speech:

1. ___ I will remember that my speech begins the moment I get out of my seat. I plan on walking up confidently and taking a moment to look at my audience before I begin.
2. ___ I will plant my feet, place my note cards on the podium, take a deep breath and begin, slowly and loudly enough (by directing my voice to the person farthest away) that everyone may hear the presentation that I have worked so hard on.
3. ___ I look at different sections of the room trying to make everyone feel included.
4. ___ I keep my hands unglued to the podium and my pockets so they will be free to gesture and add meaning to my speech.
5. ___ When I have finished, I pause for a moment, then walk confidently away.
6. ___ I find a friend who has heard who has heard the speech and ask about the things I did well and the things I can improve on next time.
7. ___ No matter what happens, I will learn something about myself and other people (and with that attitude, there is no such thing as failure!) Every time I step in front of an audience I am improving my public speaking skills.

On Geese and Friends

When you see geese flying in a “Y” formation, you might be interested in knowing what scientists have discovered about why they fly that way. It has been learned that:

...as each bird flaps its wings, it creates an uplift for the bird immediately following. By flying in a “V” formation, the whole flock adds at least 71% more flying range than if each bird flew on its own.

- **Basic Truth #1:** People who share a common direction and sense of community can get where they are going quicker and easier because they are traveling on the thrust of one another.

... whenever a goose falls out of formation, it suddenly feels the drag and resistance of trying to go alone and quickly gets back into formation to take advantage of the lifting of the power of the bird immediately in front.

- **Basic Truth #2:** There is strength and power and safety in numbers when traveling in the same direction as others with whom we share a common goal.

... when the lead goose gets tired, he /she rotates back in the wing and another goose flies point.

- **Basic Truth #3:** It pays to take turns doing hard jobs.

... the geese honk from behind to encourage others in front to keep up their speed.

- **Basic Truth #4:** We all need to be remembered with active support and praise.

... finally, when a goose gets sick or is wounded and falls out, two geese fall out of formation and follow him /her down to help and protect. They stay with the downed goose until the crisis resolves, and then they launch out on their own or with another formation to catch up with their group.

- **Basic Truth #5:** We must all stand by each other in times of need.

We are fortunate that there are more geese in life than turkeys. Let's remember to uphold each other in friendship and in work each day and to give each other a big “HONK” now and then.