



CONTENTS

GETTING THE MOST FROM THE WORKBOOK

HOW TO USE THE WORKBOOK

INTRODUCTION	7
PART I: BUILDING A TRANSFORMATION FOUNDATION	9
1. Creating a Compelling Vision of You – The Outstanding Project Leader	13
2. Analyzing Your Current Organizational Alignment, Project Leadership Tendencies and Development Perspective	65
3. Planning Your Transformation Journey	79
4. Imagining and Constructing Your Transformation Support Team and Communications Strategy	85
PART II: EMBRACING THE 7-HABITS OF SUCCESSFUL PROJECT LEADERS	99
5. Communicating Vertically, Horizontally and Often	103
6. Planning as a Team, Executing as a Team, Winning as a Team	107
7. Proactively and Fearlessly Managing Project and Resource Change	111
8. Linking Risk to Common Objectives with a Compelling Vision	115
9. Approaching Problem Solving as a Creative and Analytical Process	119
10. Maintaining Project Quality with Incremental Measures and Team Focus	123
11. Accepting Your Role as the Chief Confidence Builder	127
PART III: HARNESSING THE WISDOM OF OTHERS	131
12. Thinking Like a Leader – Perspective and Learning	135
13. Understanding and Using the Power of Micro-Messaging	147
14. Identifying Career Critical Mentor Relationships	153
15. Developing Your “Mentor Ask” and Follow-up Strategy	161
PART IV: DEVELOPING AND SYSTEMATICALLY EXECUTING YOUR ACTION PLAN	169
16. Constructing Your Transformation Health Insight Summary (THIS)	173
17. The Action Planning Process and Determining Your Guidelines	181
18. Developing Your Transformation Action Plan <i>Via Transformation Harvesting Actions and Thoughts (THAT)</i>	191
19. Finalizing and Executing Your Action Plan	215
20. Transformation Action Tracking	223
<i>LIST OF WORKBOOK EXERCISES</i>	237
<i>ABOUT THE AUTHORS</i>	239