

## Best Advice for Mentoring Leaders.doc

1. **Don't Sweat The Small Stuff**
2. **Guidelines For Mentoring Relationships**
3. **Setting Goals For Growth**
4. **Progress You Can Measure**
5. **Responsible leaders make responsible followers**

### Don't Sweat The Small Stuff

Here are some simple ways to keep the little things from taking over your life:

1. **Ask yourself the question, "Will this matter a year from now?"**

Is what you are worked up over going to matter a year from now? If not, don't let it destroy you today.

2. **Practice Humility.**

The less compelled you are to try to prove yourself to others, the easier it is to feel peace inside.

3. **Remember that you become what you practice the most.**

How do you spend your time? What you do is what you become.

4. **Every day, tell at least one person something you like, admire, or appreciate about them.** Telling others that you appreciate them takes almost no effort, but pays enormous dividends.

5. **Choose your battles wisely.**

Every circumstance or problem is not worth the fight. There will always be things and people that don't do right.

6. **Life is a test. It is only a test.**

When you look at life as a test, you begin to see each issue as an opportunity to grow.

7. **Remind yourself that when you die, your "In Basket" won't be empty.**

The purpose of life isn't necessarily to get it all done, but to do the right things.

8. **Learn to live in the present moment.**

"Life is what's happening while we're busy making other plans."

9. **Think of what you have, instead of what you want.**

The Apostle Paul taught contentment and not always waiting for some future event to happen.

10. **Understand the statement, "Wherever you go, there you are."**

We tend to believe that if we were somewhere else, we'd be happy. Whatever you are, that's what you'll be wherever you go.

11. **Become a better listener.** Most of us are only adequate listeners, but the best gift you can give someone is to listen.

12. **Remember, one hundred years from now, all new people.** A hundred years from now, we will all be gone from this planet. Remembering this can help us keep perspective during times of stress.

13. **Be grateful when you're feeling good and graceful when you're feeling bad.** Good and bad come and go. No one is neither happy nor sad all the time.

14. **Resist the urge to criticize.** When we judge or criticize someone, it says nothing about that person; it merely says something about our own need to be critical.

15. **See the innocence.**

We see them as "guilty" instead of "innocent." But, when you see others as not trying to hurt you, you can relax. *One of the most frustrating aspects of life is not being able to understand other people's behavior.*

### **Guidelines For Mentoring Relationships.**

*from "Developing The Leaders Around You, by John C. Maxwell*

When you find someone who can personally mentor you, use these guidelines to help develop a positive mentoring relationship with that person.

1. **Ask the right questions.:** Give thought to questions you will ask before you meet with your mentor. Make them strategic for your own growth.
2. **Clarify your level of expectations:** Generally, the goal of mentoring is improvement, not perfection. Perhaps only a few people can be truly excellent - but all of us can become better.
3. **Accept a subordinate, learning position:** Don't let ego get in the way of learning. Trying to impress the mentor with you knowledge or ability will set up a mental barrier between you. It will prevent you from receiving what he is giving.
4. **Respect the mentor but don't idolize him:** Respect allows us to accept what the mentor is teaching. But making the mentor an idol removes the ability to be objective and critical - faculties we need for adapting a mentor's knowledge and experiences to ourselves.
5. **Immediately put into effect what you are learning.:** In the best mentoring relationships, what is learned comes quickly into focus. Learn, practice and assimilate.
6. **Be disciplined in relating to the mentor:** Arrange for ample and consistent time, select the subject matter in advance and do your homework to make the sessions profitable.
7. **Reward your mentor with your own progress:** If you show appreciation but make no progress, the mentor experiences failure. Your progress is his highest reward. Strive for growth, then communicate your progress.
8. **Don't threaten to give up.** Let you mentor know you have made a decision for progress and that you are a persistent person - a determined winner. Then he will know he is not wasting his time. There is no substitute for your own personal growth. If you are not receiving and growing, you will not be able to give to the people you nurture and develop.

### **Set Goals For Growth**

*People need clear objectives set before them if they are to achieve anything of value. Success in a church never comes instantaneously. It comes from taking many small steps.*

1. **Make the goals appropriate.**  
Always keep in mind the job you want people to do and it's desired result. Identify the goals that will contribute to that larger goal. \
2. **Make the goals attainable.**  
Nothing will make people want to quit faster than facing unachievable goals. It's important to never ask people to accomplish goals they can't accept.
3. **Make the goals measurable.**  
Your potential leaders will never know when they have achieved their goals if they aren't measurable. When they are measurable, the knowledge that they have been attained will give them a sense of accomplishment. It will also free them to set new goals in place of the old ones.
4. **Clearly state the goals.**  
When goals have no clear focus, neither will the actions of the people trying to achieve them.
5. **Make the goals require a "stretch".**  
Goals have to achievable. However, when goals don't require a stretch, the people achieving them won't grow. The leader must know his people well enough to identify attainable goals that require a stretch.

## 6. Put the goals in writing

When people write down their goals, it makes them more accountable for those goals.

A study of a Yale University graduating class showed that the small percentage of graduates who had written down their goals accomplished more than all of the other graduates combined. Putting goals in writing works!

### Progress You Can Measure

*It is important to encourage your potential leaders to review their goals and progress frequently. Ben Franklin set aside time every day to review two questions. In the morning he asked himself, "What good shall I do today?" In the evening he asked, "What good have I done today?"*

How do you overcome discouragement so you can move ahead?

1. **Take time to grow.**  
I minister better when I take time to relax, read, recreate, spend time with family and friends, and grow professionally.
2. **Sift through criticism.**  
While I take informed, constructive criticism seriously, my ministry is too precious to let unbridled criticism sabotage it.
3. **Refuse to live with loneliness.**  
Make cultivating friendships a priority.
4. **Discern the source of your frustration.**  
Differentiate the challenges intrinsic to ministry from the frustrations that arise because of differing cultural expectations, educational backgrounds, and philosophies of ministry between pastor and church.
5. **Work your plan - then stop.**  
Having a long- range plan and carrying it through are the best antidotes to the paralysis of guilt. Set a realistic plan and stop with that.
6. **Persist.**  
When progress seems to come to a halt, I think: The Lord wants me to accomplish something here. If I persist, He'll help me break through to someone in a way that will be rewarding.

### Responsible leaders make responsible followers [Author unknown]

1. **A godly leader** speaks out of the presence of God.
2. **A humble leader** never makes light of eternal truths, but esteems them with reverence.
3. **A wise leader** resolves conflicts peacefully, not forcefully.
4. **An enduring leader** withstands insult without anger.
5. **A wholesome leader** is characterized by tolerance, which saves him from hasty decisions in crisis, and retaliations in the face of contrariness.
6. **The good leader** attempts to make friends, not enemies.
7. **Dealing harshly** with opponents causes more aggravation and hostility. A polite leader uses gentleness and kindness.
8. **A leader who listens** well to his subordinates manages them well.
9. **The greatness of a leader** is in his humility before God, not in his eloquence before man.
10. **A devoted leader** gives himself totally to the ones he is leading, helping them to develop their undiscovered potential.
11. **A patient leader** remembers that people's responses vary according to their nature, temperament, and level of development.
12. **A mature leader** shows highest respect for others, irrespective of race or rank.
13. **A wise leader** guards himself against the pitfalls of success, self-assertiveness and over- confidence.
14. **Broken promises** quickly destroy confidence in leadership.
15. **A wise leader** inspires and motivates rather than intimidating and manipulating.
16. **A weak leader** retreats in the face of rising difficulties and loses the respect of his followers.
17. **Severe trials** open the door to new revelation.
18. **The path of leadership** is always lonely.
19. **The greater the leader** the greater his fall when he succumbs to temptations.
20. **A teachable leader** eagerly probes for truth learned by others regardless of their status.
21. **A relaxed leader** relaxes his followers.
22. **The self-righteous** leader lives in a cell made of blocks of deception, hypocrisy, and lies.
23. **A stubborn leader** is a menace who cannot be trusted by his colleagues.