

The Leadership Journey Companion Workbook

Development Recommendations - Opportunistic

There are a number of actions you can take to lesson the counterproductive behaviors associated with this personality dimension. They are:

1. Increase Insight and Self - Awareness
2. Implement Coaching Suggestion
3. Do the Recommended Readings
4. Develop Target Behaviors
5. Do the EQ Workout
6. Deepen Insight
7. Reflection

We have indicated which steps we believe you should implement as a minimum, based on the strengths of your score on this personality dimension, directly under the graph at the top of your Expert Guide.

Please page over and do the recommended self - development exercises.

1. Increasing Insight and Self - Awareness

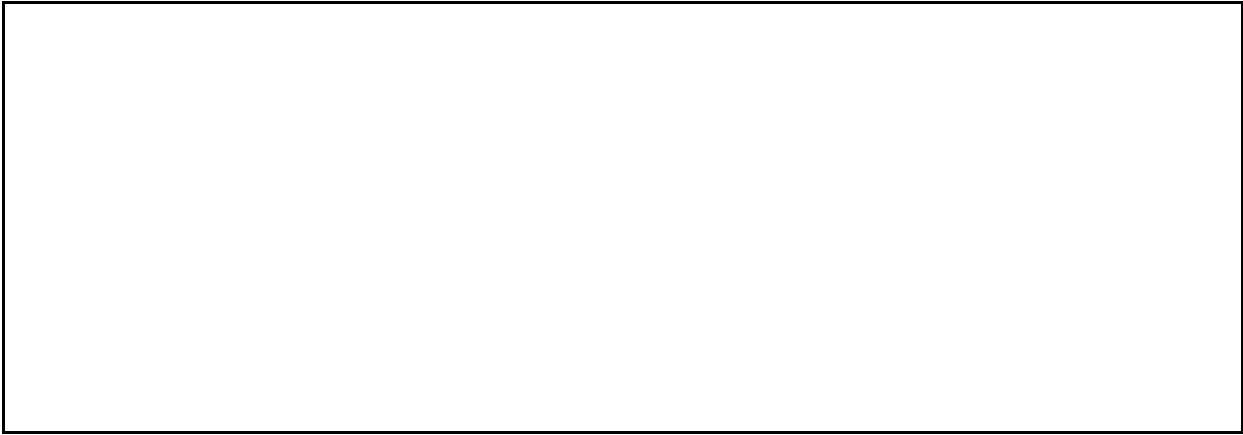
Increase Insight

Change always begins with learning more about yourself and becoming more self - aware. As we emphasised in Module 3 you should carefully read your Expert Guide on a DAILY basis. Then, when you are ready you should begin to answer the following questions to increase your insight into how this trait possibly affects your behavior:

How is your tendency to be Opportunistic working for you in your job?

Many of the counterproductive behaviors associated with being Opportunistic have been discussed in the Expert Guide. Which of them apply to you?

How does this constrain your effectiveness as a leader?

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Increase Self - Awareness

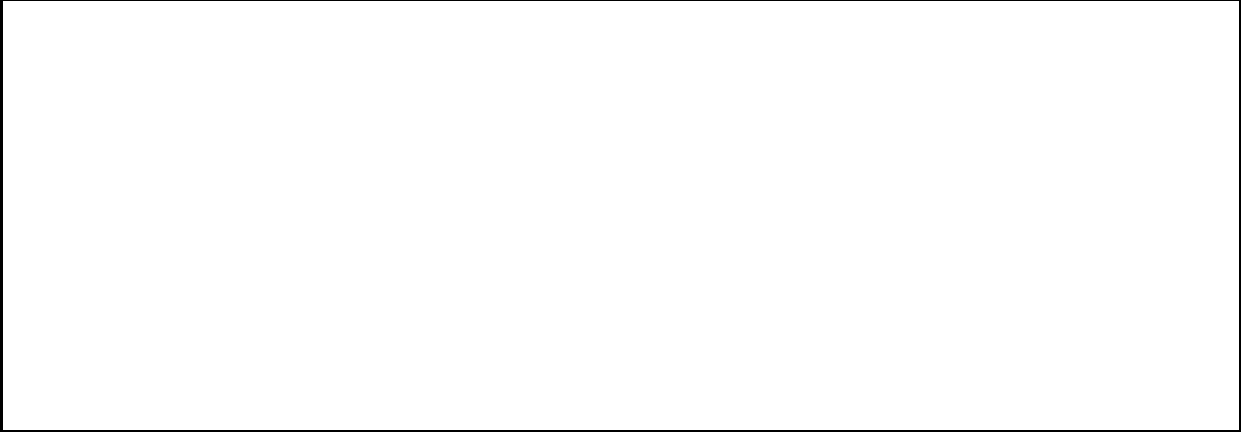
Observe your own behavior at work for a few days. Make a check next to the counterproductive behaviors you have become aware of.

Counterproductive Behaviors	Day 1	Day 2	Day 3	Day 4	Day 5
Unreliable					
Unsystematic					
Failure to plan ahead					
Poor organizing and structuring of tasks					
Lack of Follow - up and Follow - Through					
Inclined to take short cuts					

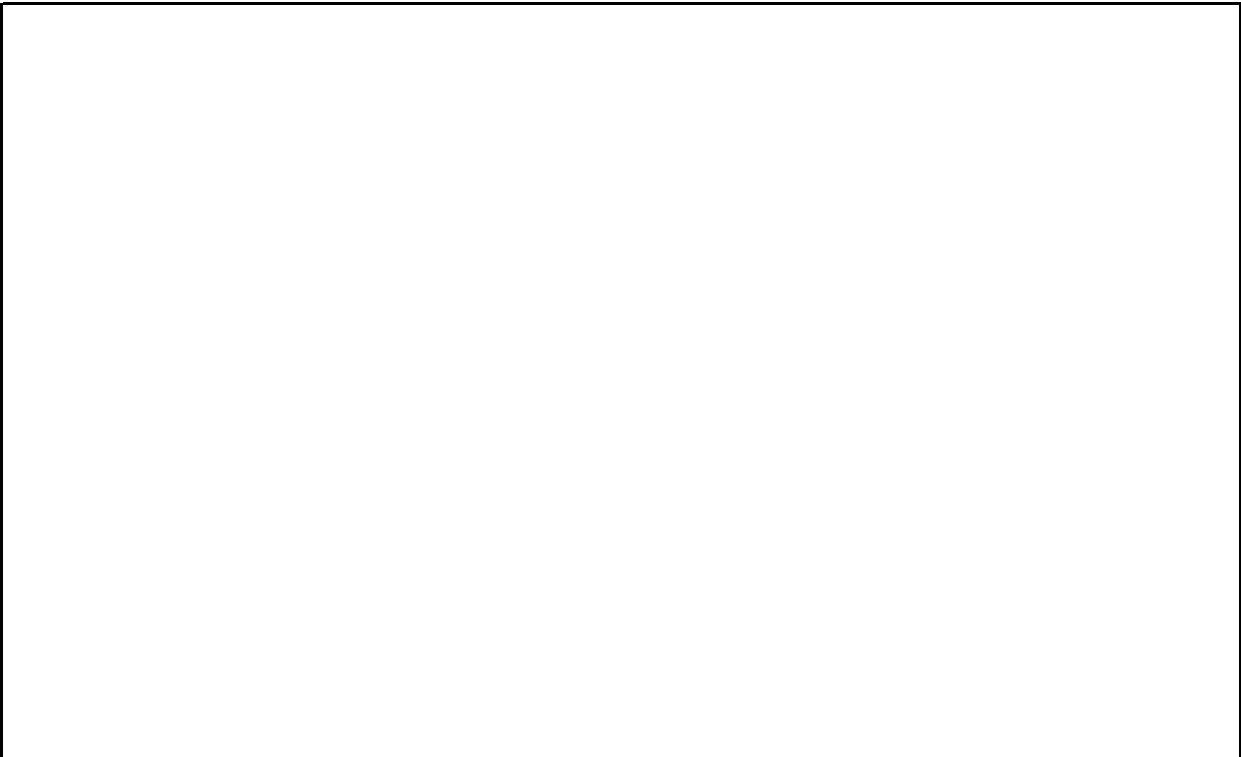
Make notes on how these Counterproductive Behaviors constrained your effectiveness.

2. Implement the Coaching Suggestions.

A number of coaching suggestions have been made in your Expert Guide. Which of them are you going to implement?



Now implement them and make notes on what you have learned:



3. Do the Recommended Readings

Reading some or all of the following articles will both help you to reduce the counterproductive behaviors associated with this dimension and also give you useful guidelines for developing the Target Behaviors in the next step.

- Procrastination
- Action Plans
- SMART Goals
- To Do Lists
- Activity Logs
- Establishing Credibility

You can find useful articles on these topics on websites like MindTools. Simply go to Google and type in a search like MindTools - Self confidence or MindTools - Fear of Failure to find the website you want to read up on.

Summarise what you have learned from these readings:

4. Develop Target Behaviors

Try to practise each Target Behavior for one whole day. Use the recommended readings to help you with this. Check the box each time you practised a target behavior.

		1	2	3	4	5
Day 1	Forward Planning					
Day 2	Follow – up and follow through					
Day 3	Commitment					
Day 4	Keeping your word					
Day 5	Becoming systematic and thorough					
Day 6	Goal Setting					

5. The EQ Workout

The EQ - Workout is a tool that can help you to implement the things you learn from the Recommended Readings into practical situations and then practise them until they become habits.

Download the EQ - Workout Spreadsheet and follow the instructions that are inside

6. Deepening Insight

Please note that this exercise is not available in the current version of the Leadership Journey

Consult the EQ-IQ Leadership Journey website to find out why the counterproductive behaviors of this personality dimension are bad for business.

Do you agree? What is your view?

7. Reflection

Reflect on your leadership journey with respect to being Opportunistic. Summarise what you have learned from it and about yourself and being a better leader?

Do you think you are ready to move on to the development area in your Leadership Journey? If not please repeat some or all of the development actions you have taken so far. Practise makes perfect. Otherwise proceed to your next development area.