

"EXTRAORDINARY"
"EXTRAORDINARY"
LEADERSHIP

**A Special Presentation
For the
"EXTRAORDINARY" PEOPLE
At the
2005 OURA CONFERENCE
February 16, 2005**

Presented by
Bob Koehler
www.bobkoehler.com

EXTRAORDINARY LEADERSHIP

by Bob Koehler

"Extraordinary" Leadership is about you being your Absolute Best and bringing out the best in others--every day. It's about Energy, Performance, Passion, Vision, Humour, Being Real and having the Guts and the Courage to do what hasn't been done.

-Bob Koehler

"Treat people as if they were what they ought to be and you help them become what they are capable of becoming".

"We need to create a Vision of the future that people:

-can get Excited about

-want to be a part of

-"get to" participate in

-believe they can make a significant contribution to

INDIVIDUAL AND ORGANIZATIONAL PERFORMANCE

“ORDINARY”

- Typical
- Usual
- Normal
- Average
- Status Quo
- Like “all the rest”

“EXTRAORDINARY”

- Absolute Best
- Exceptional
- Inspiring
- Outstanding
- Unique
- The “Best of the Best”

**2005 OURA CONFERENCE
“EXTRAORDINARY” LEADERSHIP
STRATEGIES**

1. Always view every job you ever have as being the “Absolute Best” job you ever had.
2. Know that no matter how good you get at anything—you can ALWAYS get better.
3. Make a COMMITMENT to be your Absolute Best (Extraordinary) at everything you do.
4. Operate your life “Above and Beyond” the line.
5. Life is Difficult and Not Fair. Get over it!
6. Make Fun and Laughter a daily practice.
7. Embrace change.
8. Become the President and CEO of “ME Inc.”
9. Go out of your way daily to let people know they MATTER.

*“You are one Amazing individual.
Make your life Extraordinary”
-Bob Koehler*

A _____

The Line

B _____

OUR WORKPLACE

As you enter this place of work please choose to make today a great day. Your colleagues, customers, team members, and you yourself will be thankful.

Find ways to play. We can be serious about our work without being serious about ourselves.

Stay focused in order to be present when your customers and team members need you.

And should you feel your energy lapsing, try this surefire remedy: Find someone who needs a helping hand, a word of support, or a good ear—and make their day.

From: Fish (the book)

“If you’re having fun,
notify your face.”



EMBRACING CHANGE

Typical reactions to change:

1. _____

2. _____

With all change, we choose to be:

1. _____

2. _____

"Nothing is to be feared, it is only to be understood"
-Marie Curie

Why people fear change:

**ME
Incorporated
President & CEO**

(your name here)

**Physical
Wellness**

**Financial
Wellness**

**Enjoyment of
Job/Career**

Relationships

Spirituality

**Personal
Development**

**Purpose/
Mission**

**Mental
and
Emotional
Fitness**

**Enjoyment
of Life**

CONQUERING BEING "OVERWHELMED"

1. Whenever you feel "out of control" or "Overwhelmed, have the good sense to "Stop the Action". "The hurrier I go, the behinder I get".

2. Make a list titled, "What's on my mind?" Write down all the things that you have running around in your mind that you feel you need to get done.

3. Take a look at your list and ask yourself the question, "what is the most valuable use of my time, right now? Decide on the priority order of the things that are on your list. Choose the most important one and do it. By reviewing the rest of your list, you will probably find that they don't all need to be done NOW, and you can schedule them to be done at a more appropriate time.

It is also possible that some of the things on your list can be delegated.

When new thoughts of things you need to get done come up, make sure you either schedule them or add them to your master "To Do" List.

It isn't how much there is to do that is the problem, it is usually our feeling of being out of control that "Overwhelms" us.

By ending each day by thinking of the things that need to be done and scheduling and planning for the next day, you dramatically decrease the odds of being overwhelmed.

*"Whatever you practice you get good at"
Choose wisely, what you practice."*

Motivating Others to Maximize Performance
Bringing Out the “BEST” in Others

- #1 Be a role model of the behaviours and attitudes you want to see in others.**
- #2 Make sure people understand how important their job is. There are no unimportant jobs.**
- #3 Make sure people understand the importance of taking responsibility for their own moral.**
- #4 Make a list of the ways you can “recognize” and appreciate people for positive performance.**
- #5 Be a good listener.**
- #6 Be enthusiastic about other people—see and acknowledge the good in them. Have high expectations of others and give them what they need to be successful at reaching a higher level.**
- #7 Raise the bar—frequently. Encourage people to never stop getting better.**
- #8. Make sure you have in place, ways to find out how people really feel about their job.**
- #9 Make sure people understand it is their CHOICE to love or put up with their job.**
- #10 Get people to make a COMMITMENT to always get better.**
- #11 Be “In the Moment” with people. Don’t be busy-busy.**

Bob's Books to Grow By

Good to Great.....	Jim Collins
The 8 th Habit.....	Stephen Covey
Growing the Distance.....	Jim Clemmer
The Four Agreements.....	Don Miguel Ruiz
The Power of NOW.....	Eckhart Tolle
The Power of Focus.....	Jack Canfield, Mark Victor Hansen
The Other 90%.....	Robert K. Cooper
Brand You.....	Tom Peters
Who Moved My Cheese?.....	Spencer Johnson, M.D.
Slowing Down to the Speed of Life.....	Richard Carlson
Tuesdays with Morrie.....	Mitch Albom
Prescriptions For Living.....	Bernie Siegel, M.D.
Reclaiming Higher Ground.....	Lance Secretan
Going Deep.....	Ian Percy
Don't Sweat the Small Stuff.....	Richard Carlson, PH.D.
The Monk Who Sold His Ferrari.....	Robin S. Sharma
The Learning Paradox.....	Jim Harris
The 7 Habits of Highly Effective People.....	Stephen Covey
The Road Less Traveled.....	M.Scott Peck M.D.
The Joy of Stress.....	Dr. Peter Hanson
Emotional Intelligence.....	Daniel Goleman
Principle-Centered Leadership.....	Stephen Covey
The Celestine Prophecy.....	James Redfield
Unlimited Power.....	Anthony Robbins
Hope For the Flowers.....	Trina Paulas
The Bible.....	
The Measure of Our Success.....	Marian Wright Edelman
Chicken Soup For the Soul.....	Jack Canfield, Mark V. Hansen
Think and Grow Rich.....	Napoleon Hill
The Magic of Believing.....	Claude Bristol
Living, Loving and Learning.....	Leo Buscaglia
Oh, The Places You'll Go.....	Dr. Seuss
Wherever You Go There You Are.....	Jon Kabat-Zinn
The Little Engine That Could.....	Watty Piper
Man's Search For Meaning.....	Viktor Frankl
Men are From Mars, Women are From Venus.....	John Gray
The Joy of Not Knowing it All.....	Ernie J. Zelinski
Herman.....	Jim Unger
Never Hitchhike on the Road Less Travelled..	William Thomas

*“A person who can read but does not,
is no better off than someone who cannot read at all.”*

**For a quick
“Pick-Me-Up”
and a few laughs...**

www.bobkoehler.com

“Bob’s Articles”

Bob in Action

Books to Grow By

Bob’s Quotes

Bob’s Amazing People

**Subscribe to Bob’s Newsletter
On his website—it’s FREE**

www.bobkoehler.com

**“Extraordinary” Organizations and People
know that no matter how good they get...
...they can ALWAYS get better.**

What’s your next move?

**Bob’ area of expertise is helping
individuals and organizations to be their
ABSOLUTE BEST!**

**Bring Bob’s energy and
Life’s Realities to your people.**

**www.bobkoehler.com
905 892-6446**

**Staff Motivation
Organizational Culture
“Extraordinary” Service
Stress/Energy Management
Time/Life Management
“Extraordinary” Leadership
“Extraordinary” Teamwork
Continuous Improvement
Embracing Change**

and more.

**For full descriptions of
Bob’s topics and his availability
visit our website**

www.bobkoehler.com