
5

THE

5 - DAY

LEADER

COURSE GUIDE

INTRODUCTION

Hello!

Thank you for choosing to study the 5-Day Leader. When most of us think about leadership, we often think of an engaging personality or a skill set that someone is “naturally” born with. But we have found the exact opposite to be true.

Throughout the 5-Day Leader guide, you’ll find lesson summaries, reflective questions, and exercises designed to help you implement the lessons you’re learning so that you can grow and thrive as a leader.

If you’re ready to step up as a leader in your home and workplace, then let’s get started.

Sincerely,
Lyle & Meredith

LESSON ONE

INTRODUCTION

In this opening lesson, John Bevere introduces Lyle Wells and Meredith King. Together, they outline and discuss the purpose of the 5-Day Leader study—and from the onset, one fact is made certainly clear: leadership is for everyone!

REFLECT

- As you begin the 5-Day Leader course, what do you expect to gain from this study?
- Why are integrity and the fear of the Lord important characteristics for those in leadership? What atmosphere do these qualities foster in the home and the workplace?
- Whether you have a leadership title or not, we all have a platform. With that in mind, what one characteristic defines a leader?

READ

The God of Israel said, The Rock of Israel spoke to me: “He who rules over men must be just, Ruling in the fear of God. And He shall be like the light of the morning when the sun rises, a morning without clouds, like the tender grass springing out of the earth, By clear shining after rain.” (2 Samuel 23:3–4)

RESPOND

Congratulations for starting the 5-Day Leader study. For the first seven lessons, we’ve provided room for you to journal your thoughts and record the lessons you’re learning. For lessons 8 to 12, we’ve provided practical challenges for you to implement the 3 R’s of leadership—Relentless Growth, Ridiculous Routines, and Resilient Relationships.

You can begin journaling in the space below.

LESSON TWO

5 MINUTES

Leadership is about influence, and influence is rooted in our behaviors. Therefore, leadership is a set of behaviors that influences others and helps align them to their desired outcomes.

REFLECT

- Leadership is demonstrated by your behavior. How do your actions as a leader affect those you lead? Who is in your sphere of influence right now, especially as it relates to your leadership?
- The focus of your leadership should be to benefit others. What dangers can occur if your focus is misguided?
- The goal of leadership is to help others accomplish their desired outcomes. In what ways could you better guide those you lead to achieve their goals?

READ

“But command Joshua and encourage him and strengthen him; for he shall go over before this people, and he shall cause them to inherit the land which you will see.”
(Deuteronomy 3:28)

RESPOND

Journal your thoughts.

THE 3 R'S OF LEADERSHIP

We are all building our leadership reputations right now. Every day, we are defining the distinguishing attributes of our leadership. The leaders who truly display greatness have three primary characteristics in common—they practice relentless growth, ridiculous routines, and resilient relationships.

REFLECT

- What do you want to be known for? What do you want to be the distinguishing characteristic in people's minds when they think of you, especially when it comes to your leadership?
- In which of the 3 R's are you doing well?
- Which of the 3 R's do you need work on more?

READ

Let no one despise your youth, but be an example to the believers in word, in conduct, in love, in spirit, in faith, in purity. (1 Timothy 4:12)

RESPOND

Journal your thoughts.

LESSON FOUR

RELENTLESS GROWTH

Growth energizes and prepares us for new challenges while inspiring those we lead to grow also. The most influential leaders are committed to personal growth, and they are consistently learning, applying, and acquiring new tools and ways of influencing those they lead and care deeply about.

REFLECT

- If you played yourself in a game of one on one, who would win? The leader from last year or the leader right now?
- Why do you think leaders are reluctant to grow?
- Do you have truth-tellers in your life who will confront you when they see an area for growth? What can you do to develop truth-telling relationships?

READ

Faithful are the wounds of a friend, but the kisses of an enemy are deceitful.
(Proverbs 27:6)

RESPOND

Journal your thoughts.

LESSON FIVE

RIDICULOUS ROUTINES

Your influence is directly connected to your behavior. These repeated behaviors create routines, which, if done the right way over a period of time, will produce powerful results. That's why, as a leader, you must be intentional with your time and protect the habits you've established.

REFLECT

- We define our priorities and then our priorities begin to define us. Write down your top three personal priorities.
- There are three tests to determine where your priorities are: the finance test, the calendar test, and the friend test. In regard to the finance test, what are you spending your money on? In regard to the calendar test, where do you spend your discretionary time? And in regard to the friend test, who are you allowing to influence you?
- Did the priorities you wrote down first match the three tests?

READ

From that time Jesus began to show to His disciples that He must go to Jerusalem and suffer many things from the elders and chief priests and scribes, and be killed, and be raised the third day. Then Peter took Him aside and began to rebuke Him, saying, "Far be it from You, Lord; this shall not happen to You!" But He turned and said to Peter, "Get behind Me, Satan! You are an offense to Me, for you are not mindful of the things of God, but the things of men." (Matthew 16:21-23)

RESPOND

Journal your thoughts.

LESSON SIX

RESILIENT RELATIONSHIPS

Resilient relationships come with a cost and must be cultivated through dignity, consistency, and clarity. If we are going to influence those we lead in a meaningful way, it will require building healthy relationships.

REFLECT

- Considering the three leadership dynamics, what leader dynamic do you most naturally fit in?
- In which relationships do you struggle most with consistency?
- How have you seen clarity create healthy relationships? How can you bring more clarity to your relationships?

READ

You can't trust gossipers with a secret; they'll just go blab it all. Put your confidence instead in a trusted friend, for he will be faithful to keep it in confidence.
(Proverbs 11:13 TPT)

RESPOND

Journal your thoughts.

LESSON SEVEN

THE 5-DAY LEADER

Growth occurs when we consistently execute behaviors over an extended period of time. This is how we learned to develop basic skills such as walking, talking, and reading. When these tasks were performed repeatedly, they became second nature to us. This is the concept behind the 5-Day Leader process of growth.

REFLECT

- Why growing as a leader is important to you right now?
- What could derail your commitment to the 5-Day Leader process?
- What is the cost of not making your leadership growth a priority?

READ

And let us not grow weary while doing good, for in due season we shall reap if we do not lose heart. (Galatians 6:9)

RESPOND

Journal your thoughts.

MOVE THE NEEDLE MONDAY

Welcome to Move the Needle Monday! According to statistics, Monday is one of the most productive days of the week. This means you don't have to ease into your week—you can jump right in!

Here we go!

RELENTLESS GROWTH CHALLENGE

Engage at least one truth-teller and seek out feedback from that person.

THINGS TO CONSIDER

- A truth-teller is a person you have given permission to speak truth into your life for the purposes of your own growth and development.
- My truth-tellers are people I have deep relational capacity with—teammates, friends, and family that I trust to help me become aware of things that I may not be aware of.
- A simple rule to follow when engaging your truth-tellers is that the more specific questions you ask, the more specific responses you're likely to receive.

RIDICULOUS ROUTINE CHALLENGE

Define your three highest-value activities of the week.

THINGS TO CONSIDER

- These are your big deliverables—the most important things you want to accomplish.
- This could be finishing a project that's due or preparing for an event that is coming up.
- It may be urgent errands that need to be tended to, updating your budget, or helping your kids with a school project. You may opt to have a work list and a personal list—that's okay. The point is to be crystal clear on what

your top priorities are; otherwise, you may default to working on things that are less important.

RESILIENT RELATIONSHIP CHALLENGE

Reach out and celebrate two other people who have “moved the needle” in their work, in your life, or in the life of someone you care about.

THINGS TO CONSIDER:

- This could be a simple word of acknowledgment or encouragement that can be handwritten, texted, voice-mailed, or spoken in person.
- It could be to a coworker who did a great job on a project, a teacher of one of your children, your pastor, your spouse, or a friend.
- As leaders, our attention and appreciation matters—usually more than we think it does—but we must be intentional about celebrating others or it can get lost in the busyness of day-to-day life.

*He who watches the wind [waiting for all conditions to be perfect] will not sow [seed], and he who looks at the clouds will not reap [a harvest].
(Ecclesiastes 11:4 AMP)*

TOUGH TUESDAY

Welcome to Tough Tuesday! Today we are going to challenge and stretch in some really great ways! Part of our growth process requires challenging ourselves, stretching ourselves, and finding out what our limits truly are.

RELENTLESS GROWTH CHALLENGE

Dedicate time to intentional growth.

THINGS TO CONSIDER

- Your first step is to identify the specific time to do this—and then protect it! If you feel like your schedule is already overflowing, you may think this isn't possible. But remember, we are stretching ourselves here—we are doing things a little differently than we have been up to this point so we can grow!
- Determine how you are going to use your time. The Relentless Growth Challenge today is to use 30 to 60 minutes to read an article or part of a book, watch a TED talk on a specific area in which you desire to see growth, listen to a podcast or sermon from a pastor that you enjoy, or take an online course.
- Effective leaders make the time to learn and grow.

RIDICULOUS ROUTINE CHALLENGE

Apply the “Plus One” principle.

THINGS TO CONSIDER

- Today, stretch yourself and “add one” to where you would normally stop. For example:
- Add an extra minute to your run or make an extra sales call.
- When you tell your significant other that you love them, tell them one more time.
- If you're buying a cup of coffee, buy one more for the person behind you.

- Remember, our leadership is a result of our behavior and the influence that it has on others. As we stretch and grow, we inspire others and empower them to do the same.

RESILIENT RELATIONSHIP CHALLENGE

Say “No” or “Not yet” to at least one task, request, opportunity, or invitation.

THINGS TO CONSIDER

- You can manage your behavior, and the first thing you can do to gain more time for you to focus on your priorities is to say, “No,” “Not yet,” or, “Not now.”
- A happy no is better than a grumpy yes.
- Sometimes you have to say no to some really good things in order to say yes to the most important things.
- Glance over your to-do list. Is there something someone else could or should do? If so, hand it off!
- When we say no, we are actually saying yes to something else. Your noes get easier when you have a big yes.

Therefore we also, since we are surrounded by so great a cloud of witnesses, let us lay aside every weight, and the sin which so easily ensnares us, and let us run with endurance the race that is set before us. (Hebrews 12:1)

WOW WEDNESDAY

In the 5-Day Leader process, Wednesday is not “Hump Day.” In fact, it is just the opposite. Your aim is not just to get through the day and on to the second half of the week. Today is WOW Wednesday—it is the day that you take things to a new level, surprise others and yourself with unique behaviors that will create greater influence for you as leaders.

RELENTLESS GROWTH CHALLENGE

Today, start thinking like a marketing person or a great customer service representative.

THINGS TO CONSIDER

- The goal of people in marketing positions is to create an amazing experience, making people say “WOW” and getting experiences to go viral. They do this by asking a critical set of questions that involve these 4 words – “Better, Faster, Easier, Cheaper.”
- They do this by asking a critical set of questions that involve these four words: “Better, Faster, Easier, Cheaper.”
- Walt Disney took a theme park concept and worked to make it BETTER and EASIER for all ages to experience.
- Southwest Airlines has made air travel EASIER and CHEAPER and now ranks at the top of the industry’s customer satisfaction rankings.
- Amazon is an online store, but Prime helps us get everything FASTER.
- This can include little things like a meeting agenda or shared office space, but it can also involve much bigger concepts like staffing, product offerings, or budget.

RIDICULOUS ROUTINE CHALLENGE

Execute a “stretch assignment” today.

THINGS TO CONSIDER

- This means we have to get out of our comfort zone for just a moment, or for a few minutes, or maybe even the full day.
- Your WOW Wednesday stretch assignments could include having a difficult conversation that will stretch you, trying something new, or developing a new skill like utilizing technology to become more effective and efficient.
- Here is the one rule regarding your stretch assignment: failure is an option! That's why we call it a stretch!

RESILIENT RELATIONSHIP CHALLENGE

Give a gift.

THINGS TO CONSIDER

- This gift doesn't have to be expensive or elaborate, just thoughtful.
- Some ideas include sending flowers to your spouse, dropping a little chocolate on the desk of your coworker, bringing some doughnuts to the break room, or having a treat waiting in the car when you pick up the kids.

Do you not know that those who run in a race all run, but one receives the prize? Run in such a way that you may obtain it. And everyone who competes for the prize is temperate in all things. Now they do it to obtain a perishable crown, but we for an imperishable crown. Therefore I run thus: not with uncertainty. Thus I fight: not as one who beats the air. (1 Corinthians 9:24–26)

THROWBACK THURSDAY

As leaders it is important that periodically, we reflect on the past, lessons learned, and work to sustain relationships that haven't had attention in a while. That is the purpose of Throwback Thursday. Studies show that as we move further into the work week, our productivity starts to decline. The goal for Throwback Thursday is to make this day of the week productive.

RELENTLESS GROWTH CHALLENGE

Execute the Think it Twice rule.

THINGS TO CONSIDER

- All leaders occasionally allow a situation to go unaddressed or an idea to be left unexpressed due to the busyness and unpredictability of their schedule.
- The goal of the “think it twice” rule is to reflect upon things that you have thought about more than once, or an idea that you have thought through multiple times, and then act upon it.
- The “think it twice” rule is not a license for you to go rogue and start saying everything that has ever crossed your mind. The intent is to be sure that valued ideas and critical situations are addressed in an appropriate and timely manner.
- Use these three criteria for your “think it twice” conversations: Is it kind? Is it helpful? Is it necessary?

RIDICULOUS ROUTINE CHALLENGE

Write down the best thing you have learned this past week.

THINGS TO CONSIDER

- It could be something you have read, heard from another person, or something you've experienced yourself.
- These lessons could be positive in nature—you discovered something that

works really well, or it could be a mistake or failure that you want to avoid making again.

- Another great benefit that comes from recording your lessons learned is that you start to catalog experiences and lessons that can be shared with those you lead and influence.

RESILIENT RELATIONSHIP CHALLENGE

Reach back into your contacts and reach out to someone you have not talked to in over 90 days.

THINGS TO CONSIDER

- This person could be an old friend, a family member, a former customer (or a current customer who isn't getting the attention they deserve), a former teacher, someone you haven't seen at church or a small group in a while, etc.
- It is usually a digital communication—a text or an email.

*Then Samuel took a stone and set it up between Mizpah and Shen, and called its name Ebenezer, saying, “**Thus far** the Lord has helped us.” (1 Samuel 7:12)*

FINISH STRONG FRIDAY

Finishing strong is a great concept for us to focus on as leaders. Statistically, Friday is the least productive day of the week, but not for you! It is going to be a day where you finish strong. That's why we are calling this day Finish Strong Friday.

RELENTLESS GROWTH CHALLENGE

Complete one task as though it were in front of a cheering crowd or an energized audience.

THINGS TO CONSIDER

- Pick one activity—a class you're teaching, a meeting, a sales call, or a date with your spouse—and focus on performing at your absolute best. If it is a date, be better than you were on your first date. If you are teaching a class, act as if every parent and school board member were in the room. If you are selling or running a meeting, act like a big-time promotion depended upon it. Olympic athletes train for four years just for this one opportunity to compete—and in some cases, it lasts only for a few seconds.

RIDICULOUS ROUTINE CHALLENGE

Push one thing across the finish line.

THINGS TO CONSIDER

- We all have things we procrastinate about. Usually, they are things that aren't hard—they just require a little focused effort.
- Be intentional about checking that box before we head into the weekend. Tie up loose ends, circle back on a conversation you started earlier in the week, send the email waiting for you in drafts, finish the closet clean-out project you started, etc. You'll have a greater sense of accomplishment about your week, and you'll go into the weekend without that "thing" hanging over your head.

RESILIENT RELATIONSHIP CHALLENGE

Give two affirmations to two people.

THINGS TO CONSIDER:

- Affirmations are very specific compliments.
- To give a powerful affirmation, you should define what the person did and why you found that to be so meaningful. For example, saying, “Nice work, Heather,” is really an acknowledgment, not an affirmation. However, when you say, “Heather, you served our client today in an outstanding way. The way you go the extra mile to meet their needs and exceed their expectations is a great reflection on our team and models our core habits,” it then becomes an affirmation, because it defines what she did and why you thought it was so valuable.
- Finishing strong is such an amazing tool for a leader who wants to build credibility and influence with others.
- Starting well doesn’t separate or distinguish a person—finishing does.

For you have need of endurance, so that after you have done the will of God, you may receive the promise. (Hebrews 10:36)

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