



# Leadership Letter

## Involving New Members

- **LEARN THE NAMES OF THE MEMBERS, AND USE THEM! GET TO KNOW ONE ANOTHER** (Not only in meetings, but make friends outside meetings; people are more likely to stage engaged if they have a personal relationship with you!)
- **BE POSITIVE AND SMILE!** (Folks like being around happy people!)
- **TAKE THE TIME TO MEET WITH EVERY MEMBER ON A REGULAR BASIS** (Let them know you value them, and ask how they think the group is operating.)
- **SPEND EXTRA TIME WITH NEW MEMBERS.** (Let them know how they can get involved in the club. A little attention now will pay off big later!)
- **IMPLEMENT A MENTORING SYSTEM BETWEEN CURRENT AND NEW MEMBERS** (Make new friends and develop future leadership.)
- **ASSIGN TASKS TO EVERYONE--ESPECIALLY DURING PLANNING STAGES** (People are more likely to support what they help create.)
- **ASK FOR MEMBERS' OPINIONS** (When was the last time someone asked for your personal opinions?)
- **ORGANIZE A FUN GET TOGETHER!** (Get to know each other outside meetings.)
- **LEARN MEMBERS' TALENTS AND PUT THEM TO USE** (What better way to get people involved than to give them a task they are good at!)
- **CREATE AN ORIENTATION PROGRAM FOR NEW MEMBERS** (Inform new members of the group's expectations.)
- **COORDINATE TEAM-BUILDING ACTIVITIES REGULARLY** (Have a little fun at your meetings and learn about each others' roles within your team.)
- **PLAN AND COORDINATE EFFECTIVE MEETINGS** (Know what you are doing and build trust by displaying confidence in doing your job.)
- **SAY THANK YOU** (These two simple words will get you a long way-use them regularly!)

- From: <http://studentactivities.nd.edu/studentleadership/officerresources/development/retention.shtml>

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### Leadership Commission Members

- *Toni Cacace-Beshears, VA*
- *Judy Carnahan-Webb, TX*
- *Susan Carrigan, OK*
- *Sandra Hutson, Member-at-Large*

## Goals and Objectives

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Simply put:

Goals may be defined as broad statements that show where you want to be after some period of time.

Objectives are steps that must be taken in order to attain goals.

**"The secret of getting ahead is getting started. The secret of getting started is breaking your complex over-whelming tasks into small manageable tasks, and then starting on the first one."**

**Mark Twain**

## Goals and Desire to Achieve

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Desire is as basic to success as food is to life. If you do not have desire, efforts of others to help you succeed will be useless. Dreams, goals, and desires are the most important things in everyone's life. Without goals in life your desires will be lost. Just as a leader shows the way, your goals will give direction throughout your life. But any goal will be futile if you do not have the "desire" to achieve it.

You are the one that has to decide  
whether you'll do it or toss it aside,  
you are the one that makes up your mind  
whether you'll lead or linger behind  
whether you'll try for a goal that is far,  
or be content to stay where you are,  
take it or leave it, here's something to do,  
just think it over, IT'S ALL UP TO YOU!

It's up to you to set the goal, to have the desire to be the best.

- Adapted from <http://www.calaged.org/teachers/LeadershipIdeas/>



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## Resource Recommendation

### ***100 Greatest Leadership Ideas***

by [John Adair](#) "Great leaders and managers are well organized and are able to make the best use of time to achieve desired results..."

### **Book Description**

Successful management and leadership has never been a greater challenge. Time is stretched, your people are highly motivated but can be highly demanding and business is competitive. Whether you are a first-time manager or experienced leader, straightforward, practical advice on best practice can be hard to find. John Adair's 100 Greatest Ideas for Leadership and Management will help you find the answers and inspiration you need. The book provides accessible advice from one of the world's best-known and most sought after authorities on leadership and management - advice you can put into practice immediately.

**"It is better to have an  
ambitious plan than none  
at all."**

**Winston Churchill**

## Teaching Children to Handle Anger

### ***If You're Angry and You Know It!***

Encourage children to think of positive (constructive) ways in which they can express their angry feelings. They can choose two of their own ways to handle feelings of anger and fill-in their answers on the open parts of this song. Guide role-play and practice positive ways to channel anger.

Note: Valid studies do NOT support aggressive acting-out behaviors (i.e. punching, kicking inanimate objects - pillow, punching bag) Try other choices, i.e., exercising, talking, coloring, stopping and thinking, walking, hopping, etc. This is truly violence prevention.

If you're angry and you know it, blow it out  
If you're angry and you know it, blow it out  
If you're angry and you know it  
Make peace when you show it  
If you're angry and you know it, blow it out  
If you're angry and you know it, walk away! Keep your cool  
If you're angry and you know it, walk away! Keep your cool  
If you're angry and you know it  
Make peace when you show it  
If you're angry and you know it, walk away! Keep your cool  
If you're angry and you know it, tell someone, "I feel angry!"  
If you're angry and you know it, tell someone, "I feel angry!"  
If you're angry and you know it  
Make peace when you show it  
If you're angry and you know it, tell someone, "I feel angry!"

Rap:

You have feelings everyday  
It's all right and it's okay  
You can let your feelings show  
Use your words -- let someone know  
You have feelings everyday  
It's all right and it's okay  
When you're angry, you can choose  
What's the best thing you can do?

(Have children add their own constructive ways of expressing angry feelings.)

By: Jack Hartmann <http://www.songsforteaching.com/jackhartmann/ifyoureangryandyouknowit.htm>

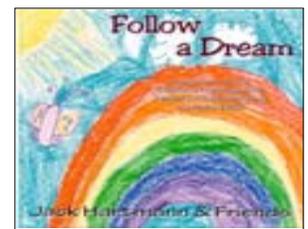
**"Hot heads and cold hearts never resolve anything."**

Billy Graham

## Resource Recommendation

***Follow a Dream:*** CD by Jack Hartmann

Jack Hartmann's songs teach self-esteem, anger management, peaceful problem-solving, nutrition, friendship, dinosaurs, character development, exercise, sports, the Olympic Games and farm animals.





**SOUTHERN EARLY CHILDHOOD  
ASSOCIATION**

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Little Rock, AR

Phone: 1-800-305-7322  
Fax: 10501-227-5297  
<http://southernearlychildhood.org>

***Promoting Quality Care and Education  
for Young Children and Their Families***

*The Southern Early Childhood Association (SECA) is a regional organization committed to promoting quality care and education for young children and their families. SECA is committed to providing leadership and support to individuals and groups by:*

*Enhancing the quality of young children's lives through early childhood care and education.*

*Supporting families in their roles of caring for their children.*

*Fostering the professional growth and status of individuals working with young children and their families.*

*Increasing public understanding and support for policies and programs which ensure developmentally based services to young children and their families.*

*Focusing on Southern issues concerning children and their families.*

<http://www.southernearlychildhood.org/>

## The Secret to Achieving Goals

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1. **Be Positive** - State what you want to do. If you want to avoid or stop doing something, state your goal in terms of what you want to do instead.
2. **Set a Deadline** - A deadline provides you with the needed time frame for achieving your goal. It gives you something to aim for.
3. **Be Specific** - You'll want to measure your progress as you work toward your goal. The more specific your goal, the easier it is to measure your progress. Always quantify your goal.
4. **Be Realistic** - Goals should be realistic and yet cause you to "stretch" to reach it. Setting unrealistically high goals will cause you or your people to feel badly for attaining only 90%, or worse, they may not even try to make it. Better to set smaller goals, meet them, and then set a higher goal.
5. **Write Your Goal Down** - You must be able to write your goal down. Your goal statement must answer as many of the following questions as possible.
  - Who?
  - Will do what?
  - When?
  - Where?
  - To what extent?
  - To what degree?
  - How much? How long? How hard? etc.

- from *Starting the New Year Right – Goals Make a Difference* by Len D'Innocenzo & Jack Cullen, CRKInteractive <http://www.crkinteractive.com/newsletters/InfoAtCRKI/issue-01-05/article01.asp>