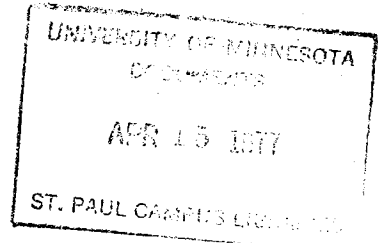


LEADER'S PERSONAL JOURNAL



I EXPLORING YOURSELF

This is a journal for you, the leader of the self management. It is to remind you that just like the youth member, you are also growing and learning new things about yourself.

What goals do you have for yourself as a 4-H leader stemming from your involvement in 4H?

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But 4-H is only a small part of the total you. You have many roles that you play. Virginia Satir talks about the hats that you wear. First of all you are yourself, then you are a mother/father or wife/husband or employee or volunteer. We all have many hats and many responsibilities and goals and values that are seen as we wear the different hats.

Put your roles in their order of importance to you.

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\*most important

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less important

This helps you establish your priorities. In thinking of all the hats you wear, what goals do you have for your own growth for the next year?

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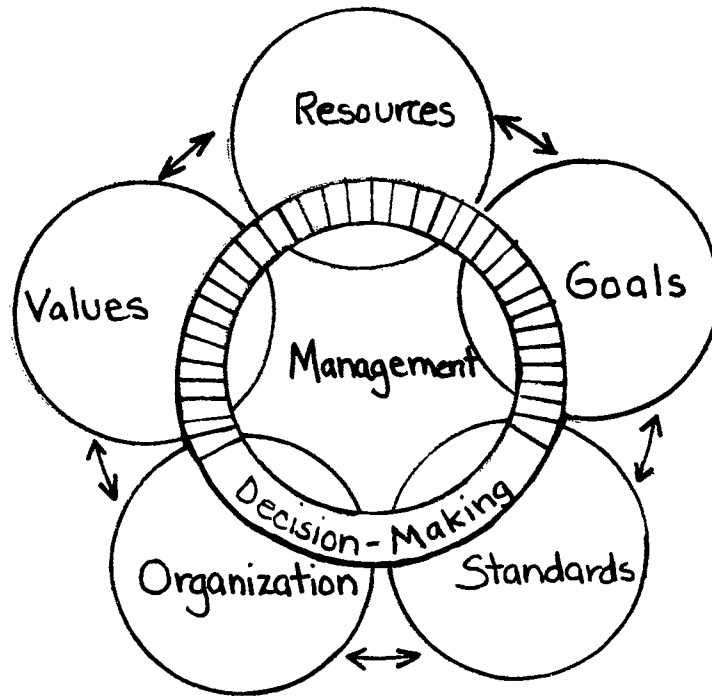
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Authors: Mary Frances Lamison, extension specialist, home management; Sherie Mentzer, curriculum coordinator, 4-H and Youth Development; and Juanita Reed, extension specialist, 4-H and Youth Development.

This archival publication may not reflect current scientific knowledge or recommendations.  
Current information available from University of Minnesota Extension: <http://www.extension.umn.edu>.

Since management is concerned with making all six parts of the management wheel work at the same time, let's try to understand more about what's important to you.



20 Things I Love To Do	Past Week	5 yrs ago	M/F

Check if you've done them in the past week. Check if you were doing this five years ago. Mark if your mother or father did this; M=mother, F=father.

Now let's talk about you and 4-H. Why is 4-H so great that you want to give it some of your time?

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What is so appealing about the 9-12 year olds that you want to spend your time with them?

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What are some difficult aspects that you find when working with this age group?

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We are influenced by many different aspects of our society. Modern society is a different world than twenty years ago. Check the items that affect your life.

- |  |   |
|--|---|
| <input type="checkbox"/> The knowledge explosion                         | <input type="checkbox"/> New possibilities of science<br>(travel, food, communications) |
| <input type="checkbox"/> Concern for ecology                             | <input type="checkbox"/> More ethnic integration  |
| <input type="checkbox"/> Increased mobility                              | <input type="checkbox"/> Dependence on mass media<br>(T.V., radio, film, records)       |
| <input type="checkbox"/> Increased material possessions                  | <input type="checkbox"/> Integration of sex roles                                       |
| <input type="checkbox"/> Fewer family ties                               | <input type="checkbox"/> Change in household tasks<br>(food preparation, cleaning)      |
| <input type="checkbox"/> Changing religious ties                         | <input type="checkbox"/> More open parent/child relationships                           |
| <input type="checkbox"/> Fewer universal rules (morally &<br>socially)   | <input type="checkbox"/> Encouraging self-awareness                                     |
| <input type="checkbox"/> Smaller and more isolated families              |   |
| <input type="checkbox"/> Increasing threat of world famine<br>and revolt |   |

How is the nine year old of today affected by the modern world? \_\_\_\_\_

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Lesson I. Evaluating the Meeting

After you have had the first lesson on decision making:

Who were the quiet children? \_\_\_\_\_

\_\_\_\_\_ (They will need more of your attention)

Who were the group leaders? \_\_\_\_\_

\_\_\_\_\_ (They can become your assistants.)

In your preparation and work with the group, what results are you proud of?

\_\_\_\_\_  
\_\_\_\_\_

Which things would you do differently if you did it a second time? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What type of group is this?

- active, needs lots of movement
- curious, wants lots of projects where they can learn new things
- artistic, would like a large number of activities where they can be creative
- hidden talents, capable members who could give demonstrations to teach the others
- a mixture of all of these traits

How would you describe each individual?

Name of Each Child	Description
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

How were you organized for this lesson? How could you plan ahead differently to make the lesson more effective? Did you use any visual aids to help communicate ideas?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What resources did you use for this meeting  films,  books,  community facilities,  people. What can be done for the next lesson to give better guidance?

\_\_\_\_\_

\_\_\_\_\_

Did you share some of your ideas, experiences, wishes and problems with the group? Was the group interested or bored? Did the example seem appropriate to help them understand the lesson?

\_\_\_\_\_

\_\_\_\_\_

How would you evaluate the meeting?  excellent  fun  boring  
 too long  tense  too rushed

What other comments do you have? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

II. EXPLORING YOURSELF

Let's get a closer look at who you are

I am someone who<sup>1</sup> -- answer Y(yes) N(no) M(maybe)

- likes to be alone \_\_\_\_\_
- likes bright colors \_\_\_\_\_
- enjoys animals \_\_\_\_\_
- can stick to my goal easily \_\_\_\_\_
- likes surprises \_\_\_\_\_
- can accept criticism easily \_\_\_\_\_
- is afraid of the dark \_\_\_\_\_
- reads the comics in the newspaper first \_\_\_\_\_
- is apt to judge someone by appearances \_\_\_\_\_
- watches T.V. soap operas \_\_\_\_\_

"You are unique in all the world" a phrase used in The Little Prince, a children's book for people of all ages. There is no one like you. There is no one that sees or hears or tastes the world as you do.

Complete:                    When I am happy \_\_\_\_\_

                                  My favorite season \_\_\_\_\_

                                  My favorite food \_\_\_\_\_

                                  My dreams \_\_\_\_\_

                                  An animal you would describe yourself as \_\_\_\_\_

LESSON ON \_\_\_\_\_

2nd Meeting                    Evaluating the Meeting

What was your goal(s) for this meeting? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Was it reached? \_\_\_\_\_ How did you prepare

for the meeting? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe some of your feelings during the meeting? (angry, tired, happy, frustrated)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<sup>1</sup> Meeting Yourself Halfway, Sidney Simon, pg. 23.

What were some problems? Brainstorm how you could solve some of the problems.

Problem: \_\_\_\_\_

Problem: \_\_\_\_\_

Brainstorm: \_\_\_\_\_

Brainstorm: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name one thing that you appreciated about each member.

MEMBER

I APPRECIATED

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mark where your standards are for the project meeting in the area of: \_\_\_\_\_

Low Standard (not concerned)

High Standard (very concerned)

\_\_\_\_\_

no mess

\_\_\_\_\_

having fun

\_\_\_\_\_

kids working well on projects

\_\_\_\_\_

little noise

\_\_\_\_\_

everyone being there

Notice what things are most important to you for the 4-H meeting.

What do you value as you interact with these kids? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How can you prepare for the next meeting? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



III. EVALUATING YOURSELF

Now let's get to know more about you. You have assets in these areas:

- I. Your talents and skills. Talents are general abilities (athletic, creative, sensitive to people, musical, mathematical - note the five excitabilities listed in the resource unit). Skills are specific abilities that are developed through practice (playing guitar, playing tennis, being a good hostess, making up riddles, stories or games).
- II. Your intelligence - are you able to learn new things.
- III. Your motivation - are you willing to work hard to get to a goal?
- IV. Your friends and community - they are an asset to help you discover new things, to try new ideas, to encourage you to explore.
- V. Your education - this can be a way of opening new doors as far as you can work; also will open your mind to new goals.
- VI. Your family - they can be an asset because they are people that care about you and are willing to work with you so you can get to your goals.
- VII. Your experiences - all of what has happened to you before today makes you an informed person. We all are aware of new parts of the world because of our experiences. They make you richer and more interesting.
- IX. Your health - taking good care of your health is a meaningful way to use your time.

Which of your personal resources makes you a good 4-H leader: \_\_\_\_\_

\_\_\_\_\_

What personal resources do you use to hold your job? (homemaking is a job) \_\_\_\_\_

\_\_\_\_\_

Name something you can do that you are proud of. \_\_\_\_\_

\_\_\_\_\_

Name something new that you have learned in the past year. \_\_\_\_\_

\_\_\_\_\_

Name something that you wish to learn in the next year. \_\_\_\_\_

\_\_\_\_\_

IV Evaluating the Meeting

LESSON ON \_\_\_\_\_

3rd Meeting

What was your goal(s) for the third meeting? \_\_\_\_\_

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What resources did you use? \_\_\_\_\_

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In what ways were you organized? How did you plan ahead? \_\_\_\_\_

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What members responded to the lesson? \_\_\_\_\_

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What members were "turned off"? How did you try to include them in the lesson?

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Were there some ideas or activities that were especially meaningful to the kids?

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What event was a special moment for you, when you really delighted in what you saw or heard? \_\_\_\_\_

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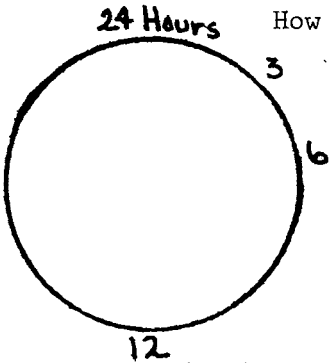
Additional comments. \_\_\_\_\_

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IV. Exploring Yourself

Let's look at how you spend your time. This will give you some new information on what you value.



How many hours do you spend:

1. sleeping \_\_\_\_\_
2. with friends \_\_\_\_\_
3. at work, away from home \_\_\_\_\_
4. at chores at home \_\_\_\_\_
5. with family including mealtimes \_\_\_\_\_
6. alone pursuing a hobby, reading \_\_\_\_\_
7. Community activities that you take home \_\_\_\_\_
8. on miscellaneous activities \_\_\_\_\_

Divide the pie up into pieces that best represent how you use your time.

Did you learn some interesting new things about yourself? \_\_\_\_\_

If you would like to change the pie slices, how would it look? \_\_\_\_\_

An important part of your resources is being able to communicate with others. One of the most difficult areas of communication is in expressing your feelings. List three things from which you feel:

joy \_\_\_\_\_ fear \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

anger \_\_\_\_\_ sorrow \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List two ways in which you express:

joy \_\_\_\_\_ sadness \_\_\_\_\_

\_\_\_\_\_

fear \_\_\_\_\_ anger \_\_\_\_\_

\_\_\_\_\_

Can you express your feelings to your 4-H members? Start out by "I feel....."  
"I feel glad that you all could come." "I feel angry that you left such  
a mess last week."

What other feelings would you like to express to the group right now?

"I feel \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LESSON ON \_\_\_\_\_

4th Meeting

IV Evaluating the Meeting

List one change that you have noticed in each member.

MEMBER	CHANGE
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

How do you think you, as a leader, have changed? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Think back on the five excitabilities (mentioned in the lesson on resources).

Physical - moving all the time; loves to be active, natural athlete.

Imaginative - always full of new ideas; has a creative approach to problems.

Emotional - very sensitive to feelings of others; can share with others their joy, sorrow, anger or fear.

Intellectual - the thinker; always thinking through new ideas, wanting to know how things work, why things happen as they do; asks alot of "why?" questions.

Sensual - totally aware of the world through her/his senses - what she/he sees, hears, tastes, touches or smells.

How would you characterize each member?

MEMBER

EXCITABILITIES

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

What excitabilities do you have? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In what ways can you tailor a lesson to fit the characteristics of the members?

\_\_\_\_\_

\_\_\_\_\_

You have to take life as it happens,  
but you should try  
to make it happen the way you want to take it.

Old German Saying

You had to make many decisions to prepare for this lesson. By using the decision making formula (decide the problem, brainstorm for solutions, consider consequences for the solutions, decide on one solution and evaluate) discover a possible solution for a problem that you have with the project meetings.

State the problem: \_\_\_\_\_

Brainstorm 1. _____	Consequences 1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____

Star which one you will try \*.  
Later, evaluate (Would I use the same solution next time?)

If you had \$100 to spend on the group, what would you do to help them learn about self management? \_\_\_\_\_

\_\_\_\_\_

Additional comments. \_\_\_\_\_

\_\_\_\_\_

V. Exploring Yourself

The focus of the self management project is that each person is unique and valuable just the way they are today. As leaders we often say that a person is valuable and beautiful because of all the things he can become - an obedient member, a polite child or a social person. That is a fatal approach! We must accept each person as worthwhile and valuable regardless of the many character traits that we would like to change (disruptive, impolite, or insensitive). Each person is of equal worth or equal value just the way they are. The leader, the member, the parent are okay just being themselves.

You are of equal value. Your interests are important to the group. Your feelings are important to the group.

In what ways do you show yourself that you are a valuable person?

- spend time alone
- do a favorite hobby
- be creative in your work
- listen to your own opinions and needs and respect them
- voice what your needs are to others
- allow yourself time to enjoy favorite music, food, people, nature

If you were to reward yourself with an invisible gift right now, what would it be?

- another person
- a material gift
- a feeling of peace and rest
- a place you enjoy
- a sensual pleasure - hot bath, food, smells of nature, sounds of laughter

Another common trait is that we are all changing people. Every person is alive because he/she wants to learn and discover new parts of life. To be alive means to have goals.

In what way would you like to grow, to be more fully alive and to challenge all your potentials? You need to decide how you'd like to grow and change.

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State one behavior habit that you would like to change in yourself? (i.e. stop interrupting, be more socially informed, really listen to others, speak up with your opinions, etc.)

Now write down this habit. \_\_\_\_\_

Old habits are often maintained because we keep them alive in our heads (i.e. I am not socially informed or I always talk too much). Get rid of that habit by putting a new sentence in your head. Write the behavior you want to change into a new sentence to repeat to yourself. Example: (I am a friendly person and I am a good listener.)

You will be surprised at how powerful your thinking habits are on your actions. Remember, you can challenge yourself to grow and explore new ideas but you really are perfect right now, the way you are. You are okay.

LESSON ON \_\_\_\_\_

5th Meeting

V Evaluating the Meeting

In what ways did the members show that they understood the main concepts of the lesson?

MEMBER

BEHAVIOR

_____	_____
_____	_____
_____	_____
_____	_____

What did you enjoy most about the lesson? \_\_\_\_\_

\_\_\_\_\_

What did you dislike most about the lesson? \_\_\_\_\_

\_\_\_\_\_

Did you need extra help? \_\_\_\_\_

Who could you ask to help you? \_\_\_\_\_



The management concepts help each person to become more in charge of his/her own life. We begin to ask ourselves -- what is important to me? How can I use my resources to get to where I want to go? What do I want to do with my life?

We are asking each individual to take responsibility for all of his/her actions.

How have each of the members become more responsible?

in group

at home

with social situations

_____	_____	_____
_____	_____	_____
_____	_____	_____

What other reflections do you have? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

VI. Exploring Yourself

The end product of using all the management concepts together effectively is to have a more responsible, self-reliant person.

This means, you take responsibility for your actions and also your reactions; realize that you are always making choices of how to respond.

Your husband/son/wife blames you for a mess. Your response \_\_\_\_\_

The project meeting doesn't go well. Your response \_\_\_\_\_

Your friend forgets a special meeting. Your response \_\_\_\_\_

We also take responsibility by asserting ourselves. This means that in any situation you say, I feel....or I want....or I am thinking.....or what is important to me is..... What assertions have you made recently?

\_\_\_\_\_  
\_\_\_\_\_

It is different than aggression. You are aggressive when you demand that all should do what you want and then you (physically or psychologically) step on others.

Assertion is stating what is important to you but not expecting all to agree. Assertion is respecting yourself but not coercing others to show you respect. Assertion respects others opinions; aggression does not.

LESSON ON \_\_\_\_\_

6th Meeting

VI Evaluating the Meeting

Who did most of the talking? \_\_\_\_\_

\_\_\_\_\_

How did the members teach each other? \_\_\_\_\_

\_\_\_\_\_

When did you share your personal feelings and background with the group? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you have two resource people to teach the group about self management, who would you choose? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What things help you to be well organized? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Which members are the most responsible? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

How do they show this? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What were the most enjoyable parts of this time with the group? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Additional comments. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

VII. Exploring Yourself

We all need each other. Those people that we love and trust ourselves to are significant others. Who is the most significant person in your life?

\_\_\_\_\_

What characteristics of your relationship makes you feel this way? \_\_\_\_\_

\_\_\_\_\_

What makes a friend valuable to you?

share ideas

recognition

encouragement

other

support

what they do for you

As we share ourselves with others the more free they become to reveal themselves to us. Significant relationships begin when we treat others as we would like to be treated. Buddha says that we share love to all even when another is harmful because every action will return to us. We all must live with the consequences of our actions.

Where do you now share yourself significantly with others? \_\_\_\_\_

\_\_\_\_\_

Sit quietly, alone for a few minutes. Take time to be comfortable with yourself. Let your whole body relax. Release all the tension and worries of the day. Just listen to your breath as it flows smoothly and evenly.....

What did you become aware of while you were with yourself? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

LESSON ON \_\_\_\_\_

7th Meeting

VII Evaluating the Meeting

This is the last project meeting. The celebration was planned by all the members. How were they prepared? \_\_\_\_\_

\_\_\_\_\_

Which members shared their own personal resources to make the celebration a success? \_\_\_\_\_

What value was shown by all members as they planned and held the party?

\_\_\_\_\_

How did each member take responsibility for the party?

MEMBER

RESPONSIBILITY TAKEN

MEMBER	RESPONSIBILITY TAKEN
_____	_____
_____	_____
_____	_____
_____	_____

How do you want to continue your involvement with 4-H? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How was it a valuable way for you to spend your time and energies? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What special gifts did you offer to the group? What made me a unique leader?

\_\_\_\_\_

\_\_\_\_\_

Read page one of this journal. How have you changed over the last six or nine months? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What new strengths and resources have you discovered within you that you weren't aware of before? \_\_\_\_\_

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What is your next goal? What new challenge would you like to take on? \_\_\_\_\_

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