



## Life Skills: Taking Charge of Your Personal and Professional Growth

Notes by Frumi Rachel Barr, MBA, PhD

**Author:** Richard J. Leider

**Publisher:** Prentice Hall

**Copyright year:** 1994

**Library of Congress or ISBN:** 0-13-602616-8

**Author bio and credits:** Richard J. Leider is one of the most widely read leaders in the field of personal development and life work planning. He is the author of *The Power of Purpose* and the co-authors of *The Inventurers: Excursions in Life and Career Renewal*. He is a consultant to Fortune 500 executives on career management, mid-career revitalization, and executive development.

### **Noteworthy info regarding contents and chapter titles:**

The Life Skills process presents key concepts of change and self-management in a personal action plan. It offers tools as well as insights, which an individual would be able to implement immediately. The process both creates awareness and gives the information needed to design a personal growth plan to enhance job performance and personal life effectiveness. The book provides the tools for analyzing growth and change and the techniques for prioritizing work and life issues.

The book is divided into six sections: 1. The Challenge, 2. The Changes, 3. Taking Stock, 4. Taking Charge, 5. The Ultimate Challenge: Self- Leadership, 6. The Taking Charge Process.

### **Author's main point (what will you remember about this book?)**

The aim of the Life Skills program is to empower the reader to significantly increase their change management skills and performance capability. The book was written to help individuals respond to the challenge of today's rapid change. As a toolkit it offers strategies for understanding the past, managing the present, and creating the future. If one idea could sum up this book, it is that life has more quality if outer life closely reflects inner values. That's what it means to take charge.

The model of change and growth used in this book is focused on four learnings;

1. How to deal with change 2. How to discover purpose (good section) 3. How to create a personal vision and 4. How to balance daily priorities and trade-offs.

Change can be an opportunity to grow, to strengthen vision, and to enhance performance. The Life Skills principles, which follow, cover the core aspects of growth and self-management and if they are understood and applied, can be experienced as growth.

1. Time - understanding priorities and trade-offs
2. Values - you must be clear about your values as they reveal who you really are.

3. Vitality - comes from integrity, which comes from keeping the promises you make to yourself.
4. Purpose - living and working from a clear sense of purpose creates enduring meaning and satisfaction.
5. Career - to be fulfilled in your work, it is crucial to connect talents with interests and passions in an environment that fits your values.
6. Spirituality - living from a clear sense of purpose requires making consistent contact with a power greater than you.
7. Health - consistency.
8. Talents - recognize your talents to discover if you are fully using them. You become energized when your talents and work align.
9. Relationships - establish relationship and support systems that can carry you through the various transitions of work/life.
10. Money - decide by which criteria you want to measure success.

**Reviewer's recommendation:**

This book was a great source of tools to use with clients. The sections contained information available in many other books but the exercises were unique. It was a great "how to".

**Get 100 business book summaries just like this one at [100mustreads.com](http://100mustreads.com)**



**Contact Frumi at 949-729-1577**

[ceoconfidante@frumi.com](mailto:ceoconfidante@frumi.com)

[www.frumi.com](http://www.frumi.com)

[www.100mustreads.com](http://www.100mustreads.com)

**About the reviewer: Frumi Rachel Barr, MBA, PhD**

Many CEO's find themselves asking "What now?" to sensitive situations that only an experienced former CEO can understand. Frumi is brought in to solve problems and often remains to work with you, as your confidante and secret weapon. She has an uncanny knack of getting to the heart of your corporate climate and maximizing your team's performance, profitability and sustainability.

To schedule a free *Break From the Pack to Success* consultation email

[ceoconfidante@frumi.com](mailto:ceoconfidante@frumi.com) or call 949-729-1577