

Executive Summary

- ❖ Book: The 21 Irrefutable Laws of Leadership – John C. Maxwell

- ❖ Overall Summary:
 - This workbook provides a lesson plan that assesses your leadership ability and then sets up a plan to improve it over time. The book is split into 21 different “laws” that describe different skills that a leader needs to be effective and each law is further split into two sections. The first section is “Read, Observe, and Learn” where you read a case study of the law in action, observe & write the key points/lessons of the case study, and learn a detailed description of what the law means. The second section is “Discuss, Apply, and Take Action” where you discuss what you have learned about the law with your team, apply what you have discussed by assessing how well you are performing the law, and then take action by setting up a plan on how to improve on using the law more effectively.

- ❖ Highlights from the book
 - (Page xiv – Page xxi) These are the pages to the leadership assessment tools that determines which of the 21 laws are your strengths
 - (Page 1 – Page 11) The law of lid is about your overall effectiveness being based on your dedication to success/excellence and your leadership ability
 - (Page 13 – Page 21) The law of influence describes that effective leaders need to know how to gain and guide followers
 - (Page 23 – Page 32) The law of process details that the best leaders develop plans to improve themselves and their abilities everyday
 - (Page 33 – Page 41) The law of navigation emphasizes that leaders must be able to vividly and realistically paint their vision of how their team can reach a goal
 - (Page 43 – Page 52) The law of addition is that competent leaders focus on investing into maximizing other people’s potential rather than focusing only on themselves
 - (Page 53 – Page 63) The law of solid ground highlights the importance of trust and credibility amongst your followers and what to do to build your reputation
 - (Page 65 – Page 77) The law of respect shows that gaining your team’s respect can help to develop your image as an effective leader and increase their loyalty and commitment to you
 - (Page 79 – Page 88) The law of intuition is about developing your personal instincts to evaluate challenges and situations with a leader’s perspective
 - (Page 89 – Page 97) The law of magnetism teaches that people of similar attitudes and backgrounds tend to flock together and perform together more effectively
 - (Page 99 – Page 109) The law of connection explains that true leaders first connect people’s hearts before they start leading them with their heads
 - (Page 111 – Page 121) The law of the inner circle reflects on how the team you surround yourself with has a huge impact on your ability as a leader
 - (Page 123 – Page 134) The law of empowerment emphasizes that empowering others is the key to empowering your organization
 - (Page 135 – Page 146) The law of picture showcases how leading by example is one of the best ways to have your team believe in your message
 - (Page 147 – Page 155) The law of buy in is highlights that people need to first believe in the Leader before they can trust in the leader’s vision
 - (Page 157 – Page 165) The law of victory reveals that the best leaders constantly strive to achieve victories on their goals even if there are setbacks and obstacles
 - (Page 167 – Page 177) The law of the big mo describes how the more momentum your build around achieving your goals (despite initial resistance), the easier achieving them becomes

- (Page 179 – Page 188) The law of priorities states that leaders must be effective at determining what tasks are the most important and devoting the majority of their energy to finishing them
- (Page 189 – Page 198) The law of sacrifice explains that every leader must be prepared and willing to sacrifice if they want to become great
- (Page 199 – Page 208) The law of timing elaborates on the importance of determining the best time to implement an action in order to ensure its success
- (Page 209 – Page 222) The law of explosive growth focuses on developing the leadership potential of your best 20% of followers in order to greatly multiply your team's effectiveness
- (Page 223 – Page 231) The law of legacy states true leaders find people to pass their legacy and wisdom to in order to ensure that their impact lasts long after they are gone

❖ Analysis & Recommendations

- Overall after reading this book I found that you gain the most benefit from first reviewing all of its concepts with a team you are expected to lead, then setting up an action plan to begin improving on your areas of strength and covering your areas of weakness. Even if you are not part of a team you can still gain benefit by determining where you can improve so that others within your organization can start to turn to you as a leader.
- How to use this book individually
 1. First use the assessment tool provided with the book on pages xiv – xxi to determine what your overall capabilities are as a leader
 - a. If possible, also have a trusted friend/co-worker evaluate you with the assessment
 2. Next list what your top 5 strengths are and your top 5 weaknesses
 3. For your top 5 strengths read each section while performing all the exercises to the best of your ability
 - a. For each strength list a week, month, and quarter goal that you can accomplish to improve your leadership skill
 4. For your top 5 weaknesses read through the section and after completing the exercises begin to identify co-workers and peers that you can develop a relationship with who can cover these areas of weakness
 5. After a quarter passes return to the book and re-evaluate your leadership abilities with each law and return to step 1 to start the process over so that you put most of your energy into improving your top 5 strengths and covering your top 5 weaknesses
 6. Note: Once you are able to raise your overall skill with a law to around an 8 (on a scale of 0-10) you should begin to include your next highest laws in your quarterly action plan on improving your leadership skills
- How to use this book with a team
 1. First use the assessment tool provided with the book on pages xiv – xxi to determine what everyone's leadership capabilities are and share the results with everyone within the team
 2. Next begin to review each law in the workbook and go through the team exercises detailed within (your goal should be to review one section with your team every 2-4 weeks)
 - a. Note that between these sessions with your team you should be implementing an action plan to improve on the law that you reviewed
 3. Once you are finished going through the entire book re-evaluate the team and determine what everyone's strengths and weaknesses are across the team
 - a. If there are laws that the team as a whole is weak in, then you need to begin looking for a leader or peer that you can bring into the team who can cover the weakness
 - b. If the team's composition adequately covers all the 21 laws then have each person refer to the above guide on how to use the book individually so that everyone begins to develop their own leadership potential