

-Grand Knight Tips-

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Volume 1 Issue 2

"Grand Knight Tips" is intended as a vehicle for information exchange between Grand Knights of the New Hampshire State Council. It is hoped that these articles and tips provoke new ideas and help develop the leadership skills of its readers. The editor welcomes your feedback and suggestions for future editions.

A NEW YEAR -TIME FOR SELF-CHANGE

We've all made resolutions that faded into failure, but it doesn't have to be that way. Self-change is possible; in fact, you can't stop it. You have been changing throughout your life, and you will continue to change.

Some of us try to hold on to past habits by trying to convince ourselves that we are hopelessly stuck in the past. And too often our problems with directed self-change arise from the fact that we generally try to change everything all at once.

Here are some guidelines for making the changes happen:

- **Focus your efforts on specific goals.** This starts with spending time on self-awareness. You must make the decision to change, concentrate on acting differently to effect the change--see yourself doing it over time-- and use your successes to keep your momentum going in support of the change. Select three specific areas in which you most want to change. Allow yourself time to actually visualize

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The Magic of Planning Meetings

I was recently copied on a very nice message sent to a Grand Knight from his District Deputy. The topic of the memo was how to run a successful Planning Meeting. I found it interesting that the DD was not trying to convince the GK to run a Planning Meeting, but instead assumed that every Grand Knight already runs them.

Good leaders plan!

Its just as simple as that! Without planning we are not prepared to do our jobs as Christian leaders. Even Boy Scouts are told to "Always be prepared!", which of course means plan ahead!

So let's talk more about planning meetings. Our Order's Constitution and Laws SEC#124 states that Every Council will hold two regular meetings each month. One of these is our Monthly Business meeting and the other should be your planning meeting. At this meeting, which can be less formal than the Business meeting, we should be

discussing the following:

- **All issues** that we expect to be raised at the Business Meeting. Get your officers and directors to share their thoughts and ideas with you about how the Council should handle each issue.
- **Every Motion** that is either pending or will be presented at the Business Meeting. This will save countless, sometimes unproductive discussions at the Bus. Mtg., thus saving time and making the meeting shorter.
- **Review of all the vouchers**, needing the GK's signature as well as supreme forms that also need to be signed. Crunch all the numbers, so as to have every number 'locked down' tight! There will then never be a glitch at the business meeting, as you, your FS & Treasurer will have answers for any and all questions.

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"There is a real magic in enthusiasm. It spells the difference between mediocrity and accomplishment." - Norman Vincent Peale

The Magic of Planning Meetings continued

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- Service Directors should come to the planning meeting each prepared to report whether events in their area, that were completed the previous month, were successful. Also, whether the event should be scheduled again for next year. This should be brief (no details).
- The Program Director would be updating the Council's Event Calendar during the short reports. He would also ask each director whether planning was completed for events coming up during the

next two months.

- The Membership Director would deliver the admission committee report on any new members interviewed. A date should be set with the details of the 1st degree the candidate will attend. Also he would report on any recruitment events he has scheduled.

While this initially appears to be a lot to cover, a good moderator can keep the planning meeting moving and stop the group from getting into too much detail. This is why we have event chairmen and their committees or teams. That is

where the details should be handled!

Some Grand Knights do break event discussions with the directors into a separate meeting led by the DGK while the GK runs the remainder of the agenda we have listed here.

What is important is that you schedule and hold these planning meetings before your Business Meeting (maybe 1 week before). If you would like further help on setting up a planning meeting, please contact your District Deputy or give me a call.
God bless

Greg

A NEW YEAR...TIME FOR SELF-CHANGE continued

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- yourself as a changed person.
- **Break down each of your goals into specific small steps.** These series of attainable steps will make success more likely. One of the surest ways to abort an effort toward change is to take on an impossible goal that assures a quick failure. Establish an initial step for each goal that you can accomplish the first week to get started on the road to change.



- **Share your commitment with someone else.** There is ample evidence that sharing the commitment increases the likelihood of fulfilling it. Important changes are hard to work on alone, and privately-held goals are notoriously easy to cheat on. Choose someone you trust and whom you see often, whether it is a friend, a family member or a business associate.


- **Use reminders to keep change on course.** Post signs to remind yourself of your


commitment to change. Write keywords like Positive Feedback; Better Listening; Procrastination--on colorful stickers (Post-Its), placing them in areas where you'll be reminded of the changes you're making.

- **Use self-reward to support changes, not setbacks.** Don't just acknowledge your success at self-change: take the time to reward yourself for them.


Source: From the book, "How to be a Great Communicator," by Nido Qubein, John Wiley & Sons, New York, NY.


Famous Quotes and Humorous Wisdom

 "I was recently on a tour of Latin America and the only regret I have was that I didn't study Latin harder in school so I could converse with those people."
-former Vice President Dan Quayle

 "He can compress the most words into the smallest idea of any man I know."

Abraham Lincoln

 "It is better to keep your mouth shut and appear stupid than to open it and remove all doubt."
-Mark Twain

 "The nice thing about egotists is that they don't talk about other people."
-Lucille S. Harper

SIGN IN A BUCHAREST HOTEL:

"The lift is being fixed for the next day. During that time, we regret that you will be unbearable."

"Even if you're on the right track, you'll get run over if you just sit there." -Will Rogers

"Any fool can criticize, condemn and complain--and most fools do." -Dale Carnegie

"When you're arguing with a fool, make sure he isn't doing the same thing." -Anonymous

"I'm a marvelous housekeeper. Every time I leave a man, I keep his house." -Zsa Zsa Gabor

QUICK TIPS for Grand Knights!

Successful Grand Knights don't ask, "Did my council do what it was supposed to do today?" Instead, they ask, "Did I do what I was supposed to do to make sure my council did what it was supposed to do?"

When you have to mediate a dispute between two council members, put the angriest person in the most comfortable chair!

Don't always attempt to resolve a heated dispute. Sometimes its better to call a cooling off period, and schedule a time in the future to meet to resolve the issue.

The next time your council successfully completes a project, examine it and ask, "What did we do right?" Reason: Too many people look at their mistakes. But they often fail to look at what

they did right so they can repeat their successes.

Looking at that long list of "things to do", that every good Grand Knight keeps, focus on the ONE duty or task that you fear the most or wish you didn't have to do. Then do it--first! It will make the rest of the day appreciably easier.

Remember our goal is to learn to love others as Jesus loves us!

10 GRAND KNIGHT RESOLUTIONS

Here's a chance to get your New Year's resolutions out of the way early. Here are ten to consider:

1)I resolve to manage my time better by applying the "must-should-could" test to every task. I'll spend most of my time on "must" items, get to "shoulds" as soon as possible as I can and stop worrying about "coulds." To help matters, I'll say "no" more often and delegate whenever I can.

2)I promise that as much as possible in my dealings with others, I'll cooperate rather than compete, compliment rather than condemn and coach rather than criticize.

3)I vow to use mostly short words, short sentences and short paragraphs when I write. And I'll make prose more appealing to readers by using "you" and its derivatives as often as possible.

4)I pledge that I will not waste time on excuses

when I make a mistake. Instead, I'll admit the error quickly and explain what I'm doing or will do to correct it.

5)I promise to avoid negative statements such as: "We can't," "It won't work," "We don't have the money for that donation!," "Its not our Council's responsibility to help them," "You're wrong," "We tried that once," and "That's a dumb idea."

6)I resolve that I will not schedule a council or committee meeting that does not have a purpose, an agenda that clearly states the meeting objectives and a time limit. As a participant, I'll arrive at meetings on time and prepared, I'll take an active part and I'll follow up on any after-meeting tasks assigned to me.

7)I vow to listen better by not interrupting others, listening "between the lines" and carefully observing body language. I'll show with brief words and gestures that I'm interested in what the

speaker is saying. And I'll paraphrase what's said to make sure I heard it right.

8)I resolve to make all my business meeting GK reports interesting. I'll know what information and messages my council wants or needs to hear and if I don't I'll ask them. By preparing myself, I'll be interesting, brief and to the point.

9)I promise to avoid conflict whenever possible. But if it does occur, I'll hear the other person out without interrupting. I'll acknowledge the other person's feelings and apologize if it's called for. If necessary, I'll ask for a cooling-off period. Only then will I suggest how we might resolve the conflict.

10)I pledge that I will seize every opportunity to improve the skills I possess or to learn new skills that will not only help me grow but also benefit my council.

Adapted by Greg Taillon from an article written by Jack Gillespie and Susan Marshall

Grand Knight Tips

"If you think you can, you can.
So think you can."

-Norman Vincent Peale"

It is hoped that you enjoyed this edition of "Grand Knight Tips". It is also hoped that the articles will provoke new ideas on ways we all can better serve our councils. I would be interested in your feedback, and ideas. Please give call me at home 603-382-7239 or email me.

Thanks
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SIX GK COMMUNICATION TECHNIQUES

Here are six techniques you can use to become a better understood Grand Knight:

1.Organize your thoughts.

The most common source of confusing messages is muddled thinking. We have an idea we haven't thought through. Or we have so much we want to say that we can't possibly say it all. Or we have an opinion that is so strong we can't keep it in. As a result, we are ill prepared when we speak, and we confuse everyone. The first rule of plain talk, is to think before you say anything.

2.Say what you mean. Say exactly what you mean.

3.Get to the point. Effective communicators don't beat around the bush. If you want someone to buy something, ask for the order. If you want someone to do something, say exactly what you want done.

4.Be concise. Don't waste words. Confusion grows in direct proportion to the number of words used. Speak plainly and briefly, using the shortest, most familiar words.

5.Be real. Each of us has a personality--a blending of

traits, thought patterns, and mannerisms--which can aid us in communicating clearly. For maximum clarity, be natural and let the real you come through. You'll be more convincing and much more comfortable.

6.Speak in images. A picture may not always be worth a 1000 words". But words that help people visualize concepts can be tremendous aids in communicating a message.

Source: From "How to be a Great Communicator," by Nido R. Qubein, John Wiley & Sons, Inc., New York,NY.