



soundview

Executive Book Summaries®

No Limits

Blow the CAP Off Your Capacity

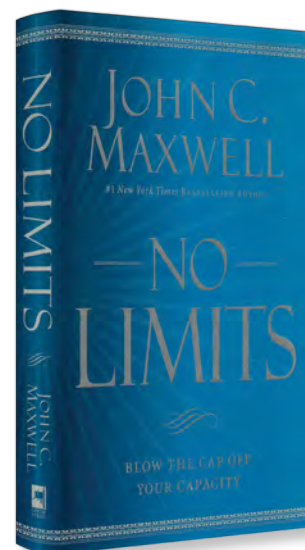
THE SUMMARY IN BRIEF

We often treat the word “capacity” as if it were a natural law of limitation. Unfortunately, most of us are much more comfortable defining what we perceive as off-limits rather than what’s really possible. Could it be that many of us have failed to expand our potential because we have allowed what we perceive as capacity to define us? What if our limits are not really our limits?

In *No Limits*, leadership expert John C. Maxwell identifies the abilities and choices that make up our capacity. Some are things we all already possess, such as energy, creativity and leadership. Others are things we must choose, such as attitude, character and intentionality. Maxwell examines each of these capacities and provides rich insight on self-awareness as well as clear and actionable advice on how you can increase your potential. He teaches you how to *identify*, *grow* and *apply* your critical capabilities. Once you’ve blown the “cap” off your capabilities, you’ll find yourself more successful — and fulfilled — in your daily life.

IN THIS SUMMARY, YOU WILL LEARN:

- To become aware of the possibilities that can increase your capacity and make you better by recognizing your value through self-awareness.
- How to identify and develop the capacities that are already within you and understand how each capacity works together to improve you and your life.
- To make smart choices that allow you to reach your fullest potential and become successful by building up your existing capacities.



by John C. Maxwell

CONTENTS

Awareness: Remove the Caps from Your Capacity
Page 2

Ability: Develop the Capacities You Already Possess
Page 3

Choices: Do the Things That Maximize Your Capacity
Page 6

Your Life with No Limits
Page 8

THE COMPLETE SUMMARY: NO LIMITS

by John C. Maxwell

The author: John C. Maxwell, the #1 *New York Times* best-selling author, coach and speaker who has sold more than 26 million books, was identified as the number one leader in business by the American Management Association® and the world's most influential leadership expert by *Business Insider* and *Inc.* magazine in 2014. His organizations (The John Maxwell Company, The John Maxwell Team, EQUIP and The John Maxwell Leadership Foundation) have trained millions of leaders touching every nation in the world. *No Limits: Blow the CAP Off Your Capacity* by John C. Maxwell, copyright © 2017 by John C. Maxwell, has been summarized with permission of the publisher, Center Street, a division of Hachette Book Group, Inc. 315 pages, \$27.00, ISBN 978-1-4555-4828-6.

Summary copyright © 2017 Soundview Executive Book Summaries® www.summary.com, 1-800-SUMMARY.

Awareness: Remove the Caps from Your Capacity

If you grow in your *awareness*, develop your *abilities* and make the right *choices*, you can reach your capacity. This is “The Capacity Challenge.” If you are willing to accept this challenge and follow the processes outlined here, your life will change.

The Capacity Challenge begins with *awareness*. Becoming aware is the first big step you can take to blow the cap off your capacity. People will more readily reach their potential when they work on their strengths rather than working on their weaknesses.

It is important to remember these two thoughts as you prepare yourself for this challenge:

1. **Change doesn't always have to be drastic to be effective.** Change your focus from your weaknesses to your strengths. Be on the lookout for where you need to change your focus to become more aware of your potential.
2. **Change is necessary for you to reach your capacity.** Later in the challenge, you will be asked to work on some things that may not be natural strengths. You will find that difficult. Growth in skill areas, if they are not natural, is often slow and small. That's OK. Every little bit of positive change helps. It increases your capacity.

All of these changes, whether difficult or easy, are needed if you desire to increase your capacity and reach your potential.

Your Capacity Isn't Set

Have you given much thought to your capacity? Most people think theirs is set. You hear one person identified as “high capacity” and another as “low capacity,” and you just accept it. What's your capacity? Have you defined it as high, low or average? Do you think it's set? Maybe you haven't put a label on it, but you've probably settled into a level of achievement that you believe is what's possible for you. That's a problem.

Too many people hear the word “capacity” and assume it's a limitation. They assume their capacity is set — especially if they're beyond a certain age. People give up on the idea that their capacity or their potential can grow. All they do is try to manage whatever they think they've got.

Some caps are fixed. But most are not. We can't allow these unfixed caps to keep our lives from expanding. We can't let caps define our potential. We need to see beyond the caps and see our true capacity before we can blow off our caps and expand our capacity.

You Can Become Aware of the Possibilities That Can Make You Better

All lasting growth requires awareness. Unfortunately, if you lack awareness, then you don't know that you are unaware. Self-awareness is a powerful skill. It allows you to test your limits. It empowers you to understand other people. It makes partnership with others stronger. It allows you to maximize your strengths and minimize your weakness. It opens the door to greater capacity.

Our perspective colors our view of the world, other people and life. But it's also true that who we are determines how we see ourselves. We naturally tend to see things as we have always seen them. If we want to



1-800-SUMMARY
service@summary.com

1-800-SUMMARY, or order online at www.summary.com.

Published by Soundview Executive Book Summaries® (ISSN 0747-2196), 511 School House Road., Suite 300, Kennett Square, PA 19348 USA. Published monthly. Subscriptions starting at \$99 per year. Copyright © 2017 by Soundview, Inc. **Available formats:** Summaries are available in several digital formats. To subscribe, call us at 1-800-SUMMARY, or order online at www.summary.com. Multiple-subscription discounts and corporate site licenses are also available.

Rebecca S. Clement, Publisher; Sarah T. Dayton, Editor in Chief; Masiel Tejada, Graphic Designer; Meaghan Kelly, Contributing Editor

SUMMARY: NO LIMITS

increase our capacity, we must see differently. We need to be willing to look at ourselves and our world in new ways. We need to pay attention and look for what we need to know.

What stops people from reaching their capacity often isn't lack of desire. It's usually lack of awareness. There are factors that work against us and prevent us from developing great self-awareness, such as excuses, unresolved negative emotions, habitual self-distraction, absence of personal reflection and the unwillingness to pay the price to gain experience.

Most people who have developed self-awareness have had to battle one or more of these factors to get where they are. They've had to work very hard. It takes a desire to make self-awareness discoveries. It takes discipline to look at yourself and reflect on your experiences.

The next step forward to increasing your capacity involves removing the caps that are holding you back. Awareness changes everything. As soon as we become aware that some of our "limitations" are artificial, we can begin to overcome many of them. We can blow off these caps, which opens the way for growth.

Are you ready to take the capacity challenge? Maintaining the status quo is easier than accepting the challenge. If you wanted to, you could find plenty of reasons *not* to strive for your potential. But that shouldn't stop you.

Recognize Your Value and Increase Your Capacity

You have great potential. Not only are you good enough, but you have the ability to get even better and achieve greater significance in your life. You need to be aware of the caps in your life and recognize which caps you can't remove and which ones you can.

We don't have any control over how our life begins, and there are also many things that happen to us in our lives that we cannot control. We suffer accidents or illnesses. We lose people we love. We discover that we don't have the talent or ability to fulfill a dream. These are called "life caps."

Part of the process of fulfilling your purpose is becoming aware of the things you can't change that limit you so you can direct your attention toward the things you can maximize to increase your capacity.

The first type of limitation comes from the caps that others put on us. You're not even aware of some of them. But you don't have to let their lack of belief define you.

Perhaps the caps that limit us most are the ones we put on ourselves. Too many people simply accept whatever environment they're born into. They think it's normal, and

they start to believe they don't have any other choices in life. When that happens, they've created a self-imposed cap on their life.

Self-imposed caps don't just blow off in one moment. We expose ourselves to new ideas and successful people, and the caps begin to loosen. And when they get loose enough, then they come off. What caps do you need to loosen so that you can blow them off and start increasing your capacity? Are you limited by complacency? ●

Ability: Develop the Capacities You Already Possess

We often talk about capacity in the singular. But what if we're thinking about capacity in the wrong way? Thinking of capacity as one thing is too limiting.

After awareness, the second step to changing our capacity is to recognize that we have many capacities. You have dozens, maybe even hundreds, of them. Each capacity is based on your talents and choices. There are seven capacities that rely more on talent than choices, though both are involved.

Everyone possesses these capacities, and every one of these capacities is significant to a person's success. By continually maximizing today's capacity in these areas, you will increase tomorrow's potential.

These seven capacities don't develop in isolation. They work together. It may be helpful to think about this idea in two ways. First, your capacities build in layers. This creates a great foundation that you can build your life upon. Second, they connect to one another. Each time you increase a capacity, it has the potential to synergize with another capacity and increase your potential. As you develop your seven core capacities, explore your options. Look for ways to expand your ability. You will be amazed by the compounding effect you will experience and the increased potential that will result.

Energy Capacity — Your Ability to Push On Physically

There are many capacities that we can increase, but there's nothing we can do to expand time. That's why we need to focus on our energy. That's something we can influence. If we want to get more done and make a greater impact on the world, we need to increase our energy capacity.

How should you focus your energy? Here are three R's that can be used for prioritizing: *requirement* (what you have to do), *return* (what you do well), and *reward* (what

SUMMARY: NO LIMITS

you love to do). Doing what rewards you almost always gives you energy. The same is true for doing what gives you a high return. However, for most people, fulfilling requirements is not energizing — unless your requirements line up with return and reward. If you have the power to align all three of those, you'll always be energized by your work.

It's vital to increase your energy as much as possible. It's also crucial to use the energy you have wisely. Use it when you need it, conserve it when you don't, and know the difference between the two.

How much have you thought about your energy capacity? Have you assumed that your energy capacity is fixed? That you can't change it? If so, you need to change your mindset. Start paying close attention to what increases or decreases your energy, and begin making adjustments to what you do. Tap into things that increase your energy capacity, and manage your energy for the things that matter most to you.

Emotional Capacity — Your Ability to Manage Your Emotions

Emotional capacity is the ability to handle adversity, failure, criticism, change and pressure in a positive way. All of these things create stress in our lives. The inability to deal with stress or emotional pressure takes a lot out of people. They give up, break down or do unhealthy things to try to escape the pressure. However, emotionally strong people are able to manage their emotions and process through difficulties. That allows them to increase their capacity, and moves them closer to reaching their full potential.

The first, and maybe most important thing that emotionally strong people do is take an active approach to their emotions. Maybe you can't control your emotions completely, but you can change them through your actions.

All of us are hit in the gut by unwanted surprises, blindsided by negative relationships and knocked down by the blows we didn't see coming. There are times when we want to tell the world how unfair life is. But only by taking action can we pull ourselves out of the pits we find ourselves in. The faster we can recover from the shock of the emotion, process through it and move toward action, the quicker our recovery time will be, and the more emotionally strong we will become. The choice is always ours. We either continually work on mastering our emotions, or we will be continuously mastered by them.

Thinking Capacity — Your Ability to Think Effectively

If you want to increase your overall success capacity, then you need to increase your thinking capacity. Most

people do not recognize the value of good thinking. They have thoughts, but they let them go and don't do anything with them. However, when you value good thoughts, it makes all of your thinking more valuable. That is the starting point of increasing your thinking capacity.

Once an idea has been put on the table and improved by a key group of people, it's time to take the idea out and let more people see it. You learn a lot when you present an idea to people who don't know you or who won't automatically give you the benefit of the doubt. It's always easier to think an idea than to practice it. An idea always sounds better when it hasn't been challenged. But an unchallenged idea is rarely able to live in the real world.

Something powerful happens when a person moves from *believing* in an idea to *owning* an idea. Believing in an idea can be good, but it's very limiting. When you believe in an idea, it's like investing in an endeavor with someone else's money. You give it a try and hope it works. However, when you own an idea, it's like putting your own money into an investment. You do what it takes to make it work. The greater the investment, the more you feel that it *has to work*.

When you launch an idea, you need to be clear about what you want people to know and what you want people to do. The launch is the greatest test of any idea. The implementation demonstrates an idea's real value — or lack of value. When it works, it's powerful because everyone sees it.

Launching an idea is very rewarding. But the results come with the landing. When a thought lands and makes a positive difference, the temptation is to celebrate and move on. But if we do that without looking for a way to upgrade the thought, we've missed a great opportunity.

Growth requires your thoughts to be continually upgraded. If you want to increase your potential, maximize your capacity and be successful, then you need to develop your thinking. High thinking capacity and the ability to sustain your thinking will give you a higher return than being smart or working hard.

People Capacity — Your Ability to Build Relationships

We are defined by our relationships. People can usually trace their successes and failures to the relationships in their lives. You cannot increase your people capacity unless you value people and care about them. If you don't like people, don't respect them and don't believe they have value, it stands as a barrier to your success with them. You can't secretly look down on others and build them up at the same time. However, if you value people, it

SUMMARY: NO LIMITS

shows through. And it makes the development of positive relationships possible.

Put yourself in the position to meet and spend time with the right people. Use the Power of Proximity Principle, which is, “Get next to 10 people who can take you to the next level.” Be intentional and show initiative by moving toward the relationships you desire in life. If you wait for the right people to meet you, you won’t meet the right people.

People capacity really does make a huge difference in a person’s life. And your people capacity will go to a new level once you realize how much you need the right people in your life. The more you value people, put yourself into their world, seek to add value to them and be their friend, the better your life will be.

Creative Capacity — Your Ability to See Options and Find Answers

Is it true that some people are born highly creative? Of course. There are the rare few who create to create and are gifted to change the world in that regard. In fact, some argue that all of us are born creative, but most of us lose that creativity as we grow up. You can rekindle the creativity that’s already in you, as well as cultivate new pathways of creativity.

Creativity is changing the question from “Is there an answer?” to “What is the answer?” Creativity always takes time, patience and experimentation. You just have to enter into the process believing there is an answer. Creativity is a mindset. You have to believe that answers and solutions are out there if you’re willing to keep fighting to find them. Questions always spur creativity. Why? Because questions cause you to explore, to seek out.

Creativity is about connecting things. Focus on a particular idea and then look for ways to make connections to it. This is called “connection creativity.” With an idea fixed in your mind, look for ways to connect it with experiences, people, quotes, stories, opportunities, questions — anything you can think of. If you want to increase your creativity, begin looking for connections.

Keeping our imaginations sharp is essential to creative thinking and problem solving. That requires practice. Unfortunately, as we get older, most people practice creative thinking less and less. Working with half-baked ideas forces us to use our imaginations and practice creative thinking.

If you desire to increase your creativity capacity, you can do it. You can train yourself to see possibilities. You can learn to find answers. You can become someone who always offers options. And you can work with others to become

inventive and innovative. If you can harness that with productivity, you’ll *really* be able to increase your capacity.

Production Capacity — Your Ability to Accomplish Results

Production capacity can be increased dramatically and immediately if you are highly intentional about it. If you’re willing to work at it, you can be successful. No one has ever had to work at *limiting* their capacity. That happens naturally. The world tries to talk us out of working hard. We convince ourselves that we can’t get ahead. There are even people who will tell you that the system is rigged, that successful people have pushed you down and have gotten to the top by stepping on you.

Everything worthwhile in life — everything you want, everything you desire to achieve, everything you want to receive — is uphill. The problem is that most of us have uphill dreams but downhill habits. And that’s why we have a cap on our production capacity. To increase production capacity, initiate many tries at one thing, not one try at many things.

Downhill is easy. It has no requirements. It doesn’t take any effort. A downhill lifestyle is characterized by unintentionality, complacency, inconsistency and excuses. There is no big-picture vision for the future, only instant gratification.

Uphill is hard. Moving uphill requires intentionality, energy, determination, hard work and consistency. It requires you to keep an eye on the big picture, be determined, demonstrate character and put in the time. The right thing to do and the hard thing to do are usually the same thing. More and more people resist doing the right thing because it’s hard, so they choose the easy thing. They go downhill instead of uphill.

When you want to accomplish something, you have to have a vision for what you’re trying to do, but you also have to be willing to take action in the face of uncertainty. You need to tap into your thinking capacity to know what you’re shooting for, but you also need to have a bias for action to be productive. You have to be willing to take a step, probably a small step.

That’s the mindset you must have to become more productive. Whatever you have, or don’t have, you’re willing to start regardless of how little you know about how you’re going to get where you want to go.

Leadership Capacity — Your Ability to Lift and Lead Others

Communication is the language of leadership. Leadership is a two-way street. To find the people who want to

SUMMARY: NO LIMITS

help you as a leader, you need to ask questions and actively listen. Questions open up doors and allow us to connect with others. They place value on the other person. And they give us a different perspective. Before we attempt to set things right as leaders, we need to see things right. The highest compliment you can give someone is to ask them their opinion.

However, none of that works if you don't listen. If questions unlock the door, listening keeps the door open. Questions start the conversation, but listening encourages it to continue. Questions + Listening = Quality Conversation. Quality Conversation = Quality Leadership.

If you're a task-oriented person, connecting may be something you have to work at to achieve. If you're a people person, building relationships may come naturally. But making the transition from relationship building to movement requires a *leadershift*. That "shift" is the transition from connecting with people to helping them make the changes necessary for the benefit of the team.

The greatest gift a leader can give their team members is a belief in them that lets them know they are valued. It's wonderful when the people value the leader, but it's more wonderful when the leader values the people.

How we as leaders see others determines how much we will invest in them. But how they see themselves determines how much they will invest in themselves. Value assessment determines investment. The value you place on yourself determines the level of your commitment to yourself and others. Self-worth is foundational to belief. The moment that your belief in yourself goes up, so can your commitment to help yourself. If the people on your team don't believe in themselves, as the leader, you need to try to help them find that belief. You need to encourage them. You need to speak positive words of affirmation. ●

Choices: Do the Things That Maximize Your Capacity

The word "choice" implies that we have other options, and we do. How much capacity do you want in your life? You have the right and the power to choose. Choices add to the things we learn and the gifts we possess.

To maximize our capacity, we must choose to be intentional, focus on one area at a time and take action every day. You can maximize your capacity by making choices in 10 key areas.

These areas aren't skills or talents; they are life choices. The more you live them and learn to love them, the larger your capacity will be and the greater your success.

Responsibility Capacity — Your Choice to Take Charge of Your Life

One of the reasons successful people are successful is that they see and seize opportunities. Often, we see them going through doors of opportunity, making the most of them, and we think to ourselves, *I wish I had that chance*. We see the results, but what we often don't see is the deep level of personal responsibility they had to take to make the most of the opportunity. Without increasing their responsibility capacity, they could not have increased their opportunity capacity.

The way you take control of the direction of your life is to take responsibility for yourself and for your everyday actions. People who do this see dramatic results. Can you control everything? No, of course not. But, you can choose to control the things that *are* within your control. First, acknowledge that you have the ability to choose. Then, identify which parts of your life you can control and which you can't. Once you begin taking charge and making choices, your life will begin to change.

Character Capacity — Your Choices Based on Good Values

Values create the foundation of character, and character provides the foundation for success. The results of developing character are life changing. Good character is a choice you make every day. When you choose to do the right thing based on a positive value, your character expands. With each right choice, you develop the strength to make other right choices and more difficult right choices. In contrast, every time you choose to cut corners, compromise on your values or turn your back on what you know to be right, it shrinks your character. The smaller and weaker it gets, the more difficult it is to make another right choice.

Good character uses the same standard in every situation. If something is right, it's always right. If it's wrong, it's always wrong. People with good character are consistent. People who try to use multiple standards with different people and in different situations live fragmented lives.

When a person lives a fragmented life, others never know what to expect from that person. They don't know how the person will act in any given situation. Whenever you make a commitment to another person, you create hope. When you keep that commitment, you create trust.

SUMMARY: NO LIMITS

Good character helps you follow through on that commitment and develop trust.

Abundance Capacity — Your Choice to Believe There Is More Than Enough

Why are people who embrace abundance so readily able to say yes? It's because they possess high belief in many areas of life. They believe in themselves. They say, "There's more to me than what people see." Beliefs drive behavior. Lack of belief, which is a characteristic of scarcity, holds us back. We hesitate not because we are unable to do something but because we don't have confidence in ourselves.

Abundance people seize the moment because they see potential in it. They believe they can do more than they've done before. They believe they can perform at a higher level than they have before. They believe they can grow more — and keep growing. This belief not only keeps them going but it also allows them to be the first to take action.

Our perspective is not determined by what we see. It's determined by how we see, and that comes from who we are. Two people can be in the same situation and see things completely differently. While a scarcity person often looks at a situation and thinks, *There's no way!* an abundance person sees the same thing and thinks, *There's got to be a better way!*

The world is a better place as a result of people whose perspectives were shaped by abundance thinking. Change your perspective from one of scarcity to one of abundance, and you open the door to innovation and positive change not only for yourself but also for others.

Discipline Capacity — Your Choice to Focus Now and Follow Through

We won't achieve great things accidentally. Never forget: Everything worthwhile is uphill. Achieving what you want takes time, effort, consistency, energy and commitment. Self-discipline is what makes those things possible and puts success within reach. And here's the good news: Self-discipline is something you can develop. You don't need to be born with it. It's a choice you make and keep on making.

Do you know what's important to you? If you haven't thought it through and written it out, it's very likely that any lack of self-discipline you're experiencing is coming from that. The single greatest way to increase your discipline capacity is to know what's important and have that as a touchstone for your life.

So much of what we do in life has no deadline. As a result, many things get put off. Create external deadlines to create an awareness of time. Discipline is like a muscle. The more we train it, the better we become at developing it.

Intentionality Capacity — Your Choice to Deliberately Pursue Significance

Intentional living can be distilled into three characteristics. If you choose to embrace them, you can live with a much higher capacity for intentionality.

Be deliberate. We only get one shot at life, and whatever we fail to do will be left undone. Too many people think that good intentions are enough to make a difference. They're not. Good intentions are overrated. The smallest action always surpasses the greatest intentions.

Be consistent. Whatever we continually do in life compounds. If the things we do are negative, life gets worse for us. If what we do continually is positive, life gets better. If we practice intentionality, it compounds and life continues to get better.

Be willful. Living a life of intentionality is an act of will, and it's something you have to be determined to do daily. Most people don't lead their lives; they accept their lives. How much do you want to make a difference with your life? You can make a difference. Are you willing to fight for it?

Significance is all about adding value to others. If you do the following things every day, you will make a difference, and you will immediately feel the significance of your life: Add value to people, think of ways to add value to people, look for ways to add value to people, do things that add value to people and encourage others to add value to people.

Attitude Capacity — Your Choice to Be Positive Regardless of Circumstances

Coaching and encouraging yourself is huge when it comes to choosing a positive attitude regardless of circumstances. It is the single best thing you can do to help yourself. There are some foundational things you can do to put yourself in a positive position most of the time. By doing these three things, you make it easier for yourself to bounce back from difficulties:

Become humble: It is much easier to face life's difficulties and respond positively when you display humility. Doing small things that may seem unimportant to us but that benefit others helps us cultivate humility. Doing them with love builds on that.

Become teachable: Teachability is wanting to learn from every experience and every person. It requires an appreciation for everything we experience and knowing that we can always learn something — if we have the right spirit.

SUMMARY: NO LIMITS

Become resilient: To maintain a positive attitude, you need to be resilient and not let anything negative take hold of you. Time spent on being angry about the past means less time moving forward and doing what you desire to do.

Your attitude is one of the most pliable and resilient parts of you. Regardless of your age or circumstances, you can change if you're willing to.

Risk Capacity — Your Choice to Get Out of Your Comfort Zone

When taking big risks, you can't depend on hype or wishful thinking because those things cannot withstand the heat of risk. You need to understand what you're dealing with, look at the worst-case scenarios and look reality dead in the eye.

Risk is rarely comfortable. It requires us to get out of our comfort zone. Yet, that's where we need to live when we're risking big. To take the steps forward in the face of risk, you have to deal with your emotions and doubts.

Everything rises and falls on leadership. That is never more true than during times of risk. The size of the leadership must be equal to the size of the risk. If you're going to attempt something difficult, you need good leadership. You need to either provide it yourself or find a partner who can help you lead. If you are preparing to take a big risk, it may require every leadership skill you possess to accomplish it. Don't take that lightly. Keep growing as a leader. The more you increase your leadership capacity, the more you increase your potential for risk capacity.

Growth Capacity — Your Choice to Focus On How Far You Can Go

A person's capacity is limitless, and our desire should be to explore how far we can stretch it. Some of the most significant things in life take great time and effort. The joy of the journey toward them comes from the new discoveries we make along the way. Our new knowledge and discoveries become the motivation for us to continue the journey. It is only after we go a long distance that we can look back and realize what we didn't know. Soon we begin to realize that it is not the destination we're seeking. Rather, we desire the growth that we experience, and there is no finish line. At that time, we stop asking, "How long will it take?" and begin to wonder, "How far can I go?"

Failure is not your enemy. Failure can teach you valuable lessons. While failure is inevitable, learning is optional. Failure helps you develop resilience, or endurance with direction. You can use your failures to teach others. You

have lost your fear of failure when you are not afraid to share those failures with other people.

Partnership Capacity — Your Choice to Collaborate with Others

If you want to multiply your effectiveness, you need to work with others. To enjoy great partnerships, you need to be a great partner. If you want to partner up with others, then be the first to meet them where they are. Find common ground, and place their agenda at the top of your agenda. In essence, become a servant leader, and measure each day by the seeds you sow more than by the harvest you reap.

Adding value is the only way a partnership will work. Partnerships begin to disintegrate when one person starts receiving more than they are giving. The only way that we will be given an opportunity to partner with others tomorrow is to add value to them today. If you want to be a good partner and benefit by increasing your partnership capacity, you need to add value to your partners.

Trust is the foundation of any solid relationship. Trust can't be established quickly; it must be earned, proven and tested over time. Once it has been established, your partnerships benefit from a trust advantage, which makes them function more smoothly. ●

Your Life with No Limits

If you are aware of yourself and your ability to improve, if you develop the abilities you already possess and if you make the everyday choices that help you improve, you will reach your capacity.

Your life need not have limits. As long as you're breathing, you can improve. You can make a greater difference. It's all within your reach. All you have to do is seize it. ●

MORE SV CONTENT ON LEADERSHIP DEVELOPMENT

Access these and more in your Soundview Online Library:

Summary: *Leadership Gold* by John Maxwell. Learning more about leadership will make a difference in you, and you will make a difference in the lives of others. John Maxwell shares a lifetime of leadership truths, which can guide anyone who currently leads or aspires to lead.

Webinar: *The 7 Key Behaviors of an Extraordinary Leader* by Courtney Lynch. Business consultant and military veteran Courtney Lynch reveals how anyone can become an extraordinary leader by embracing seven key behaviors. These are the doers, thinkers, innovators and key influencers who are catalysts for personal and organizational change.