

## *Contents*

<b>1. INTRODUCTION</b> .....	<b>7</b>
<b>2. THE FIRST PART: PERSONAL MANAGEMENT</b> .....	<b>10</b>
2.1. Introduction to the first part .....	10
2.2. Foundations of the traditional concept of PM .....	12
2.2.1. The self-knowledge process .....	13
2.3. The wider context of PM .....	18
2.3.1. The laws of nature – characteristics .....	20
2.3.2. The shift to principal leadership and its impact on PM .....	24
2.3.3. Personal paradigms .....	27
2.3.4. The shift of personal paradigms .....	29
2.3.5. The characteristics of mental principles .....	29
2.3.6. A new desirable level of thinking .....	34
2.3.7. The set of seven useful habits .....	34
2.4. Conclusion to the first part .....	51
<b>3. THE SECOND PART: DEVELOPMENT OF LEADERSHIP</b> .....	<b>52</b>
3.1. Introduction to the second part .....	52
3.2. Leadership–from–without and leadership–from–within .....	55
3.2.1. The leader–from–without .....	56
3.2.2. The leader–from–within .....	57
3.2.3. How to become a leader–from–within? .....	58
3.2.4. Five steps to leadership–from–within by P.U. Bender .....	59
3.2.5. An Integrated Approach to Creating Results .....	64
<b>4. THE THIRD PART: SOME NEW SYMPTOMS, FRAGMENTS OF PERSONAL MANAGEMENT AND LEADERSHIP AT THE BEGINNING OF THE 21<sup>st</sup> CENTURY</b> .....	<b>65</b>
4.1. The 8th habit of S.R. Covey: „From Effectiveness to Greatness“ .....	65
4.1.1. Introduction .....	66
4.1.2. Why the eighth habit? .....	66
4.1.3. A framework explanation of the eighth habit .....	66
4.1.4. The role of leadership by S.R. Covey .....	67
4.1.5. What to say at the end? .....	68
4.2. Using „common sense“ in personal management .....	68
4.2.1. Introduction .....	69
4.2.2. A general outline of steps leading to the use of „common sense“ .....	71
4.2.3. Explanation of systematic procedure of using of „common sense“ .....	73
4.2.4. Conclusion .....	98

---

4.3. Change, our chance to success .....	98
4.3.1. Introduction .....	99
4.3.2. Eight steps of process of change by J.P. Kotter and D.S. Cohen .....	100
4.3.3. What supports and subverts the process of change? .....	101
4.3.4. Conclusion .....	101
<b>5. CONCLUSION .....</b>	<b>102</b>
<b>6. REFERENCE .....</b>	<b>104</b>