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9 ISLAMIC VALUES FOR SUCCESS

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A Practical Guide to Why and How to Develop
Them in Today's World

ADAM SALAAM

Foreword by Ustadh Nazimool Saheb



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- Imam Jawad Ahmed, New Jersey

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9 ISLAMIC VALUES FOR SUCCESS

A Practical Guide to Why and How to Develop Them
in Today's World

ADAM SALAAM



Revised

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DEDICATION

Dedicated to my beloved parents, grandparents, and my family.

Contents in Brief

Contents	ix
Message from Imam Hamad Ahmad Chebli	xii
Author's Note	xii
Acknowledgements	xiv
Foreword	xvi
Guide Me!	xvii
Preface	xviii
Introduction	1
Value 1: Faith	17
Value 2: Trust	31
Value 3: Love for Allah	45
Value 4: Humility	59
Value 5: Compassion	73
Value 6: Patience & Tolerance	85
Value 7: Repentance	101
Value 8: Contemplation	113
Value 9: Leadership	127
More Values	151
Conclusion	169
Bibliography	171
About the Author	172

Contents

Contents.....	ix
Message from Imam Hamad Ahmad Chebli.....	xii
Author's Note.....	xii
Acknowledgements.....	xiv
Foreword.....	xvi
Guide Me!.....	xvii
Preface.....	xviii
Introduction.....	1
Why Islamic Values?.....	4
Why this book?.....	5
Fundamental Values.....	5
How to develop values?.....	6
How to use this book?.....	8
Building Habits.....	9
Progress Tracking.....	9
Audience.....	10
Individuals.....	10
Notes for Classroom.....	10
Notes for Group Study.....	10
Notes to Parents.....	10
Common Arabic Words and Meaning.....	11
Roundtable – Group Study.....	13
Value 1: Faith.....	17
What is Faith?.....	19
Why Iman?.....	22
Light of Qur'an.....	24
Lessons from Prophet's (PBUH) Life.....	24
Dilemmas – Questions – Challenges.....	25
Developing Faith.....	26
Value 2: Trust.....	31
What is Trust?.....	33
Tawakkul in Action.....	34
What is Not Tawakkul?.....	35
Why Tawakkul?.....	35
Light of Qur'an.....	36
Lessons from Prophet's (PBUH) Life.....	38
Dilemmas – Questions – Challenges.....	38

Developing Tawakkul.....	40
Value 3: Love for Allah	45
What is Love?	47
Why Love?	49
Light of Qur'an.....	49
Lessons from Prophet's (PBUH) Life.....	51
Related Values, Qualities and Feelings.....	53
Dilemmas – Questions – Challenges.....	53
Developing Love of Allah.....	55
Value 4: Humility.....	59
What is Humility?.....	61
Humility in Action.....	61
Why Humility?	63
Benefits of Humility	63
Light of Qur'an.....	64
Lessons from Prophet's (PBUH) Life.....	65
Dilemmas – Questions – Challenges.....	65
Developing Humility	67
Value 5: Compassion.....	73
What is compassion?.....	75
Compassion in Action.....	75
Why Compassion.....	76
Light of Qur'an.....	77
Lessons from Prophet's (PBUH) Life.....	77
Related Values & Qualities.....	78
Dilemmas – Questions – Challenges.....	78
Developing Compassion.....	80
Value 6: Patience & Tolerance	85
What is Patience and Tolerance?	87
Why Patience and Tolerance?	89
Light of Qur'an.....	90
Lessons from Prophet's (PBUH) Life.....	91
Dilemmas – Questions – Challenges.....	92
Developing Patience & Tolerance.....	95
Value 7: Repentance.....	101
What is Repentance?	103
Why Repentance?	104
Light of Qur'an.....	104
Lessons from Prophet's Life (PBUH).....	105
Dilemmas – Questions – Challenges.....	106

Developing Repentance.....	108
Value 8: Contemplation.....	113
What is Contemplation?.....	115
Why Contemplation?.....	118
Light of Qur'an.....	119
Lessons from Prophet's (PBUH) Life.....	120
Dilemmas – Questions – Challenges.....	121
Developing Contemplation.....	122
Value 9: Leadership.....	127
What is leadership?.....	129
Why Leadership?.....	131
Leadership Qualities – What makes the leader?.....	132
Anti-leadership Qualities.....	138
Light of Qur'an.....	139
Lessons from Prophet`s life (PBUH).....	140
Dilemmas – Questions – Challenges.....	141
Developing Leadership.....	143
Action Items.....	144
Language of Leaders.....	146
More Values.....	151
1. Courage and Confidence.....	152
2. Positive Attitude.....	154
3. Gratitude.....	156
4. Forgiveness.....	157
5. Sincerity.....	158
6. Charity or Giving.....	159
7. Wisdom.....	160
8. Justice.....	161
9. Integrity.....	162
10. Loyalty.....	163
11. Modesty.....	164
12. Cleanliness or Purity.....	165
13. Self-awareness.....	166
14. Friendship.....	167
Conclusion.....	169
Bibliography.....	171
About the Author.....	172

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

(In the name of Allah, the Most Compassionate, the Most Merciful).

Message from Imam Hamad Ahmad Chebli

Assalamu Alaikum,

I had the pleasure of reviewing this book. Upon completing my review, I prayed to Allah (SAW) to bless and guide the author and readers in achieving success through this study and to assist them in practicing some or all the values discussed in this book. It is essential for all Muslims to comprehend and embody the values commanded in the Qur'an and exemplified by the Messenger of Allah, Muhammad (peace and blessings of Allah be upon him). These two sources, the Qur'an, and the Hadith, are paramount for all Muslims. While this book provides some references, I do wish there were more.

Insha'Allah, for the future progression of this project, I have the following advice for the author:

- Consider transforming each of the nine values into separate booklets, allowing for a more focused exploration of each individual topic, and incorporate more Quranic verses and Hadith into each booklet.
- Further develop the additional values discussed in the last chapter (More Values) and expand them into detailed chapters, possibly for the next volume of this book.

Finally, I pray to Allah (SAW) to help me in serving the book of Allah and the Sunnah of Rasulallah (peace and blessings of Allah be upon him). May Allah assist us all in cultivating the values outlined in the Qur'an and those practiced by Rasool'Allah (peace and blessings of Allah be upon him). Ameen.

Imam Hamad Ahmad Chebli

New Jersey, USA

Author's Note

It is *sunnah* to send peace and blessings when we read or hear the names of Prophets and Messengers of Allah. In print, I have tried to add this as "peace and blessings of Allah be upon him or them", in short, PBUH or PBUT, along with the name of Prophet Muhammad or when other prophets mentioned. However, please accept my apologies if I missed a few. Additionally, one may add praise to Allah after His name using phrases such as "Subhanahu wa at'ala" (Glory be to Him) and for companions of the prophet (PBUH), use "may Allah be pleased with him or them", in short "RA" (Raziallahu Anhu or Anha). It is not added in print, but I would like to remind you to follow this advice.

Regarding Qur'anic verses, many references are included in this book. I have drawn upon well-known translations primarily such as The Clear Qur'an (Dr. Mustafa Khattab), Dr. Muhammad Taqi-ud-Din Hilali, Dr. Muhammad Muhsin Khan, Saheeh International, and Yusuf Ali. **Please note that no translation can fully capture the depth and beauty of the original Arabic text of the Qur'an. Hence do not consider that these meanings are equal to verses in the Qur'an.** What is presented in this book is only the meaning of the interpretation and is not the same as the original text in the Qur'an as it was revealed in Arabic.

Furthermore, you will find in some literature Arabic terms written in English with different spellings and even with apostrophes and special characters to match Arabic sounds. However, I have used spellings that are more standard and widely accepted in the West. I believe that what they mean and what they teach us is the focus of this compilation. Please forgive me if you disagree.

I sincerely ask Allah for forgiveness for any errors or shortcomings that may be present in this book. If you have any feedback or comments, please do not hesitate to reach out to me at adamsalaamus@gmail.com.

With sincere gratitude,

Adam Salaam

Acknowledgements

In the name of Allah, the Most Gracious, the Most Merciful. I begin by expressing my deepest gratitude to Allah, the Lord of the Worlds, for granting me the ability and the opportunity to undertake this writing. Without His guidance and support, this project would not have been possible.

I would also like to extend my heartfelt thanks to my family for their unwavering support and understanding throughout this journey. Their love, sacrifice, and encouragement have been invaluable in helping me to complete this work.

Special thanks to my copy editor, Sana Abuleil, for her meticulous attention to detail. Her expertise in the Arabic language, Islamic studies, and attention to detail have been invaluable in ensuring that the book is accurate to the best of our understanding. I am also deeply grateful to my research assistant, Mervat Abu Sharekh, for her dedication, hard work, and valuable contributions to this project. I would also like to extend my appreciation to Rama Hashish for her help with the Arabic language, and to Tayyaba Bano for designing and formatting the book.

I am also truly grateful to Ustadh Nazimool Saheb for writing the foreword. I want to extend my gratitude to Imam Jawad Ahmed, Br. Arshad Khan and Br. Rashid Khan for reviewing and providing feedback on this book. I will always be grateful to the trustees at Masjid Al-Wali, especially Br. Siraj Bora and Dr. Farrukh Nizam, for trusting me and providing a platform for my writings.

I would like to express my special gratitude to Imam Hamad Ahmad Chebli for his detailed review of the book. His feedback has been extremely valuable in shaping this work. I also want to thank him for his concise and insightful teachings that have been invaluable and inspiring and have touched my heart for the last two decades.

I am deeply grateful to all those who have contributed, directly or indirectly in the last four years, to the making of this book. Your insights, feedback, and support have played an instrumental role in shaping this work, and I am truly thankful for your efforts.

May Allah reward all of you for your contributions and bless this work for the benefit of all. Ameen.

Foreword

In the name of Allah, the Most Gracious, the Most Merciful. It is my pleasure to introduce this insightful book on values and character in Islam. Islam is a religion that emphasizes the importance of good character and ethical behavior. Prophet Muhammad (peace and blessings of Allah be upon him) was known for his exemplary character and manners, and his teachings serve as a model for Muslims to follow.

This book provides a comprehensive understanding of the Islamic perspective on values and character, drawing upon the teachings of the Qur'an and the Sunnah (sayings and practices of Prophet Muhammad, PBUH). It explores the various aspects of character that Muslims are encouraged to embody, such as *integrity, compassion, patience, gratitude, forgiveness, and humility*. Note that the values we cultivate in our hearts and minds endure forever. The author presents practical advice and guidance on how to develop these qualities, with examples from the lives of the Prophet Muhammad (PBUH) and his companions (RA). The book also explores the relationship between character and faith, and how one's character can influence their relationship with Allah and their fellow human beings.

The author's approach is both practical and insightful, making it an invaluable resource for youth and adults alike. It presents actionable steps that can be immediately implemented to cultivate Islamic values in one's life. The book explains the values in detail and provides real-life examples and scenarios that help readers understand how to apply them in their daily lives. The author's engaging and easy-to-follow style makes this book accessible to readers of all ages. It is hoped that all readers, whether youth, adults, or parents, will use this valuable resource and benefit from it. This book could be the greatest gift you can give to yourself and your loved ones.

The author emphasizes the importance of starting early to impart these values and build character. To that end, the book also provides guidelines for parents on how to use the book to teach their children. Additionally, the author provides a framework for youth groups, such as student groups, to work together in developing these values.

This book is a valuable resource for anyone seeking to develop a deeper understanding of Islamic ethics and the importance of good character in Islam. It is my hope that readers will benefit from the wisdom and guidance contained within these pages and apply it to their daily lives, thereby becoming better individuals and contributing positively to society.

May Allah guide us all to embody the best of character and conduct ourselves in a manner that is pleasing to Him. May Allah accept the author's attempt and may it benefit readers around the world. Ameen.

Ustadh Nazimool Saheb, New Jersey

Guide Me!

Oh Ar-Rahman, the Most Compassionate,
Instill the atom of compassion within my heart.
Let me feel Your Mercy with every breath,
And bless me with strength to play my part.

Oh Ar-Rahim, the Most Merciful,
Ignite the spark of mercy in my heart.
Let kindness spread like a fervent flame,
And guide me to fulfill my part.

Oh Al-Mumin, the Infuser of Faith,
Bestow upon me the faith to conquer strife.
Grant me unwavering conviction in my beliefs,
And let me shine as a beacon of light.

Oh As-Salaam, the Embodiment of Peace,
Infuse my heart with tranquility and joy.
Endow me with the power to radiate serenity,
And aid me in spreading peace universally.

Oh Al-Hakeem, the Wise One,
Grant me wisdom and knowledge to navigate this life.
Help me make choices with insight and foresight,
And teach me to embrace virtue and avoid strife.

Oh Al-Kareem, the Bountiful One,
Endow me with values that bring You pleasure.
Guide me to live a life of blessings and righteousness,
And lead me to success in this world and the hereafter.

Preface

Indeed, Allah will not change the condition of a people until they change what is in themselves.

(From Qur'an 13:11)

I am Adam Salaam and like you, I am more than just a name. So, who are we exactly? Our identity is based on the knowledge we possess, the qualities we exhibit, the principles and values we carry and practice. That is how people recognize us, and it forms our real identity. Let me pose some questions to you.

Firstly, what drives you?

We all possess personal traits, principles, and beliefs that influence our decisions, actions, reactions, aspirations, and goals. These can be called our values, which are ingrained in us and drive our lives at every moment. Some values are of angels that inspire us to do good, contemplate the power of Allah, beauty of His creations and worship Him in many ways. Some are of evil that make us incite mischief, deceive and spread corruption. Some are of animals that simply lead us to eat, sleep and fight. They literally drive our life at each moment. Therefore, it is important to understand our values and their impact on our lives.

Next, do you know your values? And, why do you have to know?

Knowing ourselves is also important, and this is reflected in the verse from the Qur'an, *It was We (Allah) Who created man, and We know what dark suggestions his soul makes to him: for We are nearer to him than his jugular vein. (Qur'an 50:16)*. Another verse reads, *We (Allah) will show them Our signs in the world and in themselves, truth may be manifest to them. (Qur'an 41:53)*, and a famous Arabic proverb says, He who knows himself, knows his Lord. Another important teaching from Prophet (PBUH) says, *Allah said: My servant does not grow closer to me with anything more beloved to Me than the duties I have imposed upon him. My servant continues to grow closer to Me with extra good works until I love him. When I love him, I am his hearing with which he hears, his seeing with which he sees, his hand with which he strikes, and his foot with which he walks. (Al-Bukhari 6137 – Hadith Qudsi)*. Knowledge of the heart, its realities, and its qualities is the foundation of the religion and the basis of spiritual seeking.

Knowledge of self means, pondering about physical aspects, such as how the body functions, who created it, and how wonderful it is. Cognitive aspects such as your beliefs, thoughts, actions, and reactions. Physical aspects make you realize Allah's favors on you while cognitive aspects reveal who we are, where we come from, where we are heading, and what makes us happy or sad.

As for those who struggle in Our cause, We will surely guide them along Our Way. (Qur'an 29:69)

You can only strive (work hard) when you carry the *faith* in Allah, *love* for Allah, *trust* in Allah and *discipline* to work hard, *patience* to stay firm in trial and tribulations, *humility* to stay grounded and other fundamental values. Your values decide every choice you make every action you take, and they drive your thoughts, goals reflecting who you are.

Lastly, how do you develop values?

While some values are innate and developed from birth, others require intentional effort to develop and maintain. Therefore, you must focus and work on your values continuously.

To achieve success and fulfill your goals, it is important to center your life on values. Success is not just about reaching your destination but also enjoying the journey. Your thoughts, actions, and mood are all influenced by what you focus on. If you focus on an individual, their behavior and mood may affect your day. Focusing on material possessions or wealth can lead to an endless cycle that may deprive you of peace and joy. On the other hand, focusing on values can drive your actions, provide joy and fulfillment, and bring you closer to your goals. In summary, a value-centered life establishes principles and introduces discipline, leading to a fulfilling and joyful existence. Discipline is essential in achieving the goals we set for ourselves.

Throughout history, many books have been written about Islamic values, character, and personality. I have attempted to compile one to suit today's younger generation, using simple language and practical examples. However, I am not qualified to write about Islamic values, as I am not a scholar or an expert in Islamic studies. Several years ago, I was working on some text for the inauguration of our community masjid and ended up creating a short book on the meaning of true success for a Muslim, which I called "True Success: The Life Purpose of Muslims". This process made me consider what drives us towards success and how every young Muslim should be taught these values from an early age. I have been working on this idea since then, but I almost gave up many times as I felt I was not qualified for this task. I was also concerned that I might not be following the teachings of the Prophet Muhammad (PBUH) to acquire knowledge and teach others. However, I am grateful to Allah for the opportunity to share this with you.

My intention is not to teach learned Muslims but to provide guidance to young people seeking to build their faith and those outside the faith who wish to practice. I do not claim to possess all these values in a perfect manner; instead, I have learned most of them while compiling this material. I am sharing what I want to learn and bring into my own and my children's lives.

If my humble effort inspires you to learn and cultivate these values in your life, it would be rewarding. I apologize in advance for any mistakes and ask Allah to forgive my shortcomings. Please pray to Allah to pardon my mistakes and bless this effort with His acceptance.

I hope and wish you a smooth journey in learning and nurturing these values. I pray that Almighty Allah will grant you success in learning and adopting each value in a way that pleases Him. Ameen.

Introduction

- Why Values
- Why this book
- Fundamental Values
- How to develop values
- How to use this book
- Building Habits
- Progress Tracking
- Audience
- Individuals
- Notes for Classroom
- Notes for Group Study
- Notes to Parents
- Common Arabic Words & Meaning
- Roundtable – Group Study

*(As for) those who believe and do good, We will certainly house them in (elevated) mansions in Paradise, under which rivers flow, to stay there forever. How excellent is the reward for those who work (righteousness!)
(Qur'an 29:58)*

*The Prophet (PBUH) said, "Verily, the religion is easy and no one burdens himself in religion but that it overwhelms him. Follow the right course, seek closeness to Allah, give glad tidings, and seek help for worship in the morning and evening and a part of the night."
(Sahih al-Bukhari 39)*

Introduction

Let us begin with the name of Allah and His blessings, with the intention of learning values that please Him.

A human is made up of two things: *Body* and *Soul* (or *Self*). As a Muslim, you are responsible to take care of these two things in this life. First, the protection and nurturing of your soul; second, the safeguarding and wellbeing of your body. You can protect your soul by maintaining it in a pure state through feeding good thoughts and acting righteously. You can safeguard your body through nutritious food and healthy habits. Additionally, a good soul leads to a healthy body.

For a Muslim, the Qur'an is the source of guidance, and the Prophet is a role model whose life is based on the Qur'an. Together they provide a detailed roadmap to practice Islam. Meaning of some verses - ***We made the Qur'an easy to learn. (Qur'an 54:17), We have sent down to you a Book, containing your message. (Qur'an 21:10), We have displayed for mankind in this Qur'an every kind of similitude. (Qur'an 17:89).*** Through these various verses Allah makes it clear that He is the protector of the Qur'an and that its message is clear to understand. ***Surely We revealed the Message, and We will surely preserve it. (Qur'an 15:9).***

Similarly, the Prophet's life was simple, minimalistic, and filled with a wide variety of challenges. Perhaps this was Allah's plan so that the Prophet (PBUH) could serve as a perfect role model for us. His life provides us with examples to navigate various challenges in our own lives. Essentially, today's challenges are not significantly different from those faced during the Prophet's time. When you seek solutions to current problems in the Qur'an and/or the Prophet's life, you can readily find suitable and highly applicable solutions within the context of present-day circumstances. Furthermore, these solutions appear fresh and tailor-made for your specific problems. This is the beauty of the Qur'an and Sunnah, as they are timeless and intended for all generations.

Values are beliefs held within your heart, and they manifest through your actions and reactions, which stem from those beliefs. You may also refer to them as personal traits, qualities, or characteristics. In this book, they are collectively referred to as values.

Humans are created weak (Qur'an 4:28, 12:53) and possess the ability to choose between right and wrong. Beliefs, personal qualities, and values enable individuals to distinguish between right and wrong. Positive values propel a person towards virtuous actions, whereas negative or harmful values lead to immoral or sinful actions. This serves as a test in life.

The Qur'an presents a wide range of values, principles, rules, and advice in various forms. Sometimes these teachings are direct, while at other times, they are conveyed through stories

from human history and the experiences of past prophets. The extent of this list is vast. In this book, we focus on discussing nine fundamental and essential values that serve as a strong foundation. These values not only help individuals become better Muslims but also foster their growth as good human beings. Furthermore, at the end of the book, several additional values are presented with limited details, encouraging further study.

In summary, the Qur'an advises us to exercise sound judgment, strive for self-discipline, and demonstrate patience and perseverance in our pursuit of success. Islamic values serve as powerful tools for believers to achieve success in life's journey.

Why Islamic Values?

Islamic Values play a crucial role in setting and achieving goals, as the joy and fulfillment of life's journey are direct results of the values and goals we set for ourselves. For Muslim, life means living the right way and making the right choices at every moment, rather than simply focusing on materialistic objectives of this world. For example, someone whose goal is simply to become wealthy without ethical considerations may cheat or do anything to attain wealth, while someone who wants to make a positive impact on society or solve the common problem may become wealthy in the process. The difference between these two wealthy individuals lies in their values and intentions. Therefore, values serve as the foundation of our lives, and they determine our destiny. Here are some reasons why:

1. Values help us understand ourselves and our personal aspirations, as they reflect the beliefs that drive our behavior and evolution as individuals. They can either hold us back or bring out the best in us.
2. Values help us understand other people and their values, providing a window through which we can see the world and fostering empathy that can resolve conflicts.
3. Values provide direction and motivation for achieving goals and fulfilling our desires, guiding us in the right direction.
4. Values help us make sound decisions, overcome dilemmas, and face challenges with courage, as they provide a reliable compass even when we don't achieve our end goal.
5. Values are an eternal asset that cannot be stolen or lost, unlike possessions or wealth. They only disappear if we let them go.
6. Values help us allocate resources such as time and wealth wisely.
7. Practicing values make us a powerhouse, attracting others and all the best that life has to offer.
8. Values are contagious, spreading to our family, friends, and community.
9. Values are ever-growing and have no boundaries, as practicing them only increases them rather than depleting them.
10. Practicing values lead to better mental and emotional well-being, ultimately contributing to better physical health. The list goes on.
11. Our Islamic values determine our legacy. They leave a lasting impact on the world even after we're gone.
12. Values are a source of guidance during difficult times. When faced with challenges, our values can help us make decisions that align with our principles and beliefs.
13. Values foster a sense of purpose and meaning in life. They give us something to strive for and motivate us to be our best selves.

14. People with values promote harmony and peace in society. When individuals and communities share common values, they can work together towards common goals and overcome differences.
15. Values help us create a sense of belonging and identity. When we share values with others, we feel a sense of connection and community.
16. Values contribute to personal growth and development. By reflecting on our values and striving to live by them, we can become more self-aware and better individuals.
17. Values promote respect and empathy for others. By recognizing and respecting the values of others, we can foster understanding and build relationships based on mutual respect.
18. Values provide a framework for ethical decision-making. When faced with moral dilemmas, our values can guide us towards making choices that align with our beliefs and principles.
19. Values serve as a source of inspiration and motivation. By identifying and striving towards our values, we can find purpose and fulfillment in life.

In summary, Islamic values are an essential part of our lives as Muslims and as human beings. They guide our actions, shape our beliefs, and determine our legacy. By prioritizing and practicing Islamic values, we can lead a fulfilling and purposeful life, and contribute to a more harmonious and peaceful world.

Why this book?

In today's busy life and family structure, many children are missing the opportunity to develop character and values. This responsibility is being transferred to schools, which are often not equipped to handle it. Most schools heavily focus on core subjects and neglect other fundamental needs such as character building, morality, values, and personality development. Parents who recognize this situation often turn to religious institutions such as Sunday schools, but unfortunately, the percentage of children who attend such schools is quite small. As a result, many children are growing up without any formal education on essential values. This is the primary motivation behind producing this book.

Throughout human history, we have had prophets, sages, monks, preachers, teachers, parents, and countless other figures who have trained and encouraged people to develop good values and live better lives. There are many books and resources available that teach values in various forms, including religious, spiritual, and secular. However, for Muslims, there are only classical books and scattered resources available. There is a need for resources that are presented in a format suitable for the current learning model. Today's youth and adults prefer short, bite-size lessons with practical examples that they can relate to. This book aims to address those needs by simplifying complex ideas. The topics in the book consist of bite-size lessons with simple descriptions and practical tips that are suitable for young readers and beginner adults.

In summary, this book provides a comprehensive approach to building values through the Qur'an, the Prophet's life, and practical exercises.

Fundamental Values

To become a complete Muslim, one must possess many values, as discussed in the Qur'an and other Islamic literature. However, there are a few fundamental values that serve as the

foundation for an ideal Muslim character. This book focuses on nine such values, providing just the right amount of detail. The nine fundamental values discussed are:

1. Islamic Faith
2. Trust in Allah
3. Love of Allah
4. Compassion
5. Humility
6. Repentance
7. Patience and Tolerance
8. Contemplation
9. Leadership

Additionally, in the last chapter, supplementary values are briefly explained to encourage readers to continue building their character. They include *courage and confidence, positive attitude, gratitude, forgiveness, charity, wisdom, justice, integrity, loyalty, modesty, cleanliness, self-awareness, and friendship.*

How to develop values?

Let us continue the earlier discussion about the soul. The self is composed of three parts: *Nafs* (ego or self or lower self), *Ruh* (spirit), and *Qalb* (heart). To understand them, let's examine a well-known analogy used by scholars. *Nafs* is like a wild horse. Note that a wild horse cannot be ridden by a normal person. It needs to be tamed by an expert who is skilled and trained. *Nafs* is the source of all emotions, feelings, and desires, including both good and bad. The rider is the *Ruh* that travels on the horse and reaches the destination safely only if he is skilled, as he is on a wild horse. The *Qalb* is the driving force (set of qualities) inside the rider that determines his ability or inability to tame the wild horse and reach his destination safely. If the *Qalb* is empowered with good spiritual values, then the *Ruh* will reach its destination (true success of a Muslim). However, if the *Qalb* is weak and lacks values, the horse cannot be controlled, and the rider may wander into paths of loss. Therefore, the *Ruh* is the rider, the *Nafs* is the wild horse, and the *Qalb* is the driving force inside the rider. The bottom line is that your self can reach its destination if the heart is equipped with the required qualities. Thus, enriching the heart is nothing but training the self with all the knowledge and values needed. To attain success, it is required to control the *Nafs* by empowering the *Qalb*.

To clarify further, here are the definitions of each individually: *Nafs* is the selfish or egotistical self of desire and passion, also known as the "lower self" or "shadow of the soul." *Ruh* is the spiritual self of human conscience. *Qalb* is the spiritual heart. Additionally, *Nafs* also listens to Satan's (Iblees) whispers from outside, making things more difficult.

The world is designed to be tempting and distracting through one of these sources. It is natural for different kinds of desires to be born in the heart, and Satan is the enemy of humans, constantly whispering. The human heart has free will, and the final action is the result of what is decided by the heart, whether to accept or override the desire for the sake of values or beliefs. This decision-making process is continuously happening inside, and sometimes, it may even turn into a serious battle.

To win this battle, the heart must be equipped with spiritual values that will suppress desires and whispers. If one is not equipped, desires and whispers overtake the heart and lead to sins. While

every good deed strengthens and purifies the heart, every bad deed leaves a dark mark on it, making it impure. When the heart is pure, the soul will also be pure. ***He has succeeded who purifies the soul, and he has failed who corrupts the soul. (Qur'an 91:9-10)***. This teaches us that your success in the Hereafter depends upon the purification of our heart in this life. On the day of judgement, Allah decides our destiny based on the state of our heart. According to our Prophet's teachings - *the entire body is sound if heart is sound, entire body is corrupt if heart is corrupt* (al-Bukhari 52, Muslim 1599).

The battle between *nafs* and heart is not a one-time battle but continuous. As we keep winning, we will become stronger, and the fight will become easier. As per the verse - ***Allah does not burden any soul beyond its capacity. (Qur'an 2:286)*** every one of us is capable of winning even the toughest battle as Allah will only test us with the battles that we are capable of winning. We must be courageous and equip ourselves with values that strengthen us. Unfortunately, many give up too soon and accept the defeat, and hence, values, morality, and ethics are missing in many parts of societies today.

In most cases, values, both positive and negative, are developed as we are growing up with parents, grandparents, interacting with family members, culture in the school and society, religious teachings if any, and other external sources. However, additional intentional efforts can help develop values in any individual at any stage. Moreover, good values need mental awareness and a conscious struggle to maintain them.

The values development process can be divided into multiple stages:

Stage 1: Conduct self-reflection to understand yourself better by examining past actions, current thoughts, and views on various topics. Use sample questions provided in each chapter and seek feedback from trusted individuals. The better you know about yourself, the easier the journey will be. In each chapter, there are sample questions under self-assessment. Feel free to ask more questions, hard questions, intelligent questions, until you know yourself well. Moreover, don't hesitate to ask someone you trust. If you can get honest feedback from others that might be a game changer because it is hard for you to judge yourself. Note that it needs courage to know our own faults and shortcomings. You need gather that courage in this stage.

Stage 2: Understand the value you want to develop and identify suitable activities and steps to take. Prepare an execution plan and commit yourself to it.

Stage 3: Start executing your plan by taking small, consistent actions and turning them into habits. Stay focused and patient during this stage. Remember that values cannot be developed quickly or in a short period. They require slow, study micro-steps. Additionally, to retain and grow values, you need to develop relevant habits. So, it is required to turn some of the activities into habits. Also remember Prophet's (PBUH) teaching: *The acts that are most pleasing to Allah are those which are done regularly (consistently), even if they amount to little. Don't take upon yourselves, except the deeds which are within your ability. (al-Bukhari 6465)*. Each chapter provides simple and practical action items, guidelines, and ideas to plan your activities and build habits.

Stage 4: Periodically assess your progress and repeat the process with the bigger goal in mind. This step is critical for building the value and setting higher goals. Apply this process to all values you want to develop and maintain. It is nothing but a periodic reflection of your activities, thoughts, and outcomes.

How to use this book?

As we all know, simply reading about values is not enough. What helps is working towards developing them through various activities, forming new habits, and more. So, focus on one value at a time and plan small steps. Slowly and steadily achieve small goals at each step. At the end of each chapter, there are many tips to help you work on developing the value. To get the most out of this book, stay focused on one value at a time, highlight, make notes, and ask the following questions while reading:

- Where do you stand and where do you want to go regarding this value?
- What values inspire you? Which ones have the most relevance to your life and experiences?
- Which related actions make you happy, give joy or fulfilment?
- When you read, what do you immediately recognize about yourself?
- Which values jump out at you?
- Which values have you violated or ignored in the past?

After achieving some confidence about one value, move on to the next value while continuing to work on the already learned values. Building values also involves unlearning some of the current values or habits. So, it is important to realize this fact, find courage, and unlearn when needed.

Each chapter is organized into many small bite-size sections. Each section presents the content in simple language with relevant samples where required. The following list describes the objective of each section:

1. Part - 1: Learning Value

- a. Introduction page: quick review of value
- b. What is *Value*: definition of value
- c. *Value* in Action: illustration of value
- d. Why *value*: purpose of value
- e. Benefits of Value: how value can benefit an individual
- f. Light of Qur'an: references and notes from the Qur'an
- g. Lessons from Prophet's Life: references and notes from the life of Prophet (PBUH)

2. Part - 2: Developing Value

- a. Dilemmas: common questions about value with brief answers
- b. Validating your understanding: questions and points to make sure value is understood.
- c. Self-assessment: points and tips to identify the levels of value in the reader.
- d. Activities: suggested activities to develop the value.
- e. Language of *Value*: presents common phrases to adopt in daily life to nurture value from inside
- f. Habit building: template to build habits related to value.
- g. Journaling Ideas: ideas for journaling exercise to help delve deeper into the virtues of value.
- h. Progress check: reminder to continuously monitor the progress of development.
- i. Further reading: additional resources to study and understand the value better as needed.

Building Habits

Building habits is an essential part of developing values. Values are built through continuous activities. Choose your actions and turn them into habits. Habits are actions that require little or no additional effort. They are internalized actions and reactions that help to retain and grow the values.

In the early 1990s, researchers at MIT introduced a three-part loop that can help build habits. According to the research, building a habit is a three-step process:

Cue: The cue is a stimulus that triggers your brain to perform a certain action (habit mode)

Behavior: The behavior (or routine) is the action that is triggered by the cue. If a different action is repeated often, it can turn into an automatic reaction (habit).

Reward: The third step is the reward, which can give joy, satisfaction, or fulfillment from the action, thus turning a reaction that is accompanied by reward into a habit. A reward is what helps the brain decide if this reaction is a good one to repeat, making it an essential part of habit building.

You can only feel joy when you like the action, so forming a liking towards the outcome of the action is a precursor to habit building.

In addition to that, the benefits of each value are discussed in the chapter to provide motivation for developing them. The benefits vary from simple joy to mental well-being, achieving great success in a professional career, and in life hereafter. Each value is made up of many different types of actions. Some of these actions can be turned into habits. As a result, once actions become habits, those values will become internalized in your heart.

Progress Tracking

As mentioned earlier, it is crucial to maintain what has been learned by continuously working on the recommended tasks to develop values. Therefore, it is also essential to evaluate oneself at every possible step. Meanwhile, it is vital to assess oneself periodically using prompts such as:

- Realistically, what amount of time and resources can I afford to build the given value?
- Is there any group or platform that can help me improve the given value?
- What will benefit the most people or make the biggest impact?
- How do I feel after a specific task? Should I repeat that task? Why or why not?

Tracking progress is critical to ensure that one is on the right path towards the intended goal. By asking these questions, one can monitor their progress and determine whether they need to adjust their strategy to achieve their objectives efficiently. In conclusion, progress tracking is an effective way to identify strengths and weaknesses, set goals, and ultimately achieve success.

Audience

This book is designed to be used by individuals ranging from teens to adults, for group study, in classroom settings such as Sunday or full-time school, and by parents. Required guidelines are provided for parents who want to teach their children at home of different age groups. This book can serve as a starting point for those who are new to the formal study of Islamic values.

Individuals

This book is primarily intended for individuals. All sections are clearly written to ensure that individuals of all levels can easily follow along. It can also be used in groups to study together. Guidelines are provided in a later section.

Notes for Classroom

The content is structured with suitable exercises such as "validation of understanding of value," self-reflection, action items, etc. These sections are helpful in a classroom setting for teachers to treat it like any textbook.

Notes for Group Study

Studying in a group is an effective way of learning any subject. The book's structure is aimed for group study from the beginning of the writing process. If you are part of a study group like Halaqa, Muslim student group, or your own, use the *Roundtable* section as a guideline. In the next section, the concept of a Roundtable has been introduced, which provides the outline of the entire process. Feel free to modify the format or use your own to suit your needs.

Notes to Parents

The important note for parents is to keep it short and sweet. For most parents, the guidance is to:

- Stick to the text and examples. Try to avoid any confusion or conflicts.
- Use your own stories or content only if you are confident or after proper research.
- Keep children motivated and try to build self-interest.
- Use good teaching strategies from experts that work for your kids.
- Make sure during the journey you praise your kids, reward them as often as possible.
- Whenever they fail, ignore the failure, and give them the next chance and start all over, never discourage them.
- Try to use stories and other necessary tools to motivate, create desire, joy, and fulfillment all through the process.
- Be patient as it may be a long process sometimes.

Thus, the book provides a comprehensive approach to building values through the Qur'an and the Prophet's (PBUH) life, and practical exercises.

Finally, success comes from Allah, and Allah knows best.

Common Arabic Words and Meaning

The following table lists some of the Arabic words used in the text and their meaning.

Arabic Term	Meaning
Akhira	The next life, afterlife, Hereafter.
Allah	Name for God in Arabic. Arab Jews and Christians also call God by Allah.
Aqida	Muslim creed (faith) that represents basic beliefs and practices.
Astghfaar	Asking forgiveness from Allah.
Ayah	Verse of the Qur'an. Literally means "sign"
Dua	Supplication or prayer asking divine blessing.
Fiqh	The science of Islamic law.
Hadith	Collection of Prophet Muhammad's (PBUH) teachings and actions.
Halaal/Halal	Actions that are permissible in Islamic law.
Haraam/Haram	Actions that are forbidden in Islamic law.
Haya	Arabic term for modesty.
Hijab	Modest head covering that Muslim women wear.
Houb/Hoobb	Arabic term for pure love.
Ibadah	Any act of worship that is for Allah.
Ihsan	A spiritual state in which you worship Allah as if you see Him, and to know that Allah surely sees you.
Imam	Arabic term for leader.
Iman	Belief in Allah, to affirm His truth, and to submit to His commands.
Islam	Submission or surrender to the Will of Allah.
Jahannam	Hellfire
Jannah	Paradise
Jihad	To struggle or strive, includes inner struggle against evil impulses and actions and external struggle for good against evil.
Jinn	Jinn is another creature of Allah that cannot be seen by the human eye. Like humans, Jinn have the free will. Allah made them with smokeless flame of fire. Iblees (Shaitan) is a Jinn.
Juz	Part of section of the Qur'an. The Qur'an is divided into 30 parts.
Kafir	One who rejects Allah and His teachings.
Khaleefah	Arabic term for "successor", "ruler" or "leader".
Kufr	Rejection of Allah and His teachings.
Muhabba	To love unconditionally with awe
Muhsin	One whose deeds represent the true relationship with Allah.
Mumin	One who has complete trust in Allah and His teachings.
Munafiq	A hypocrite who declare belief in Allah but proves otherwise through his or her actions.
Muslim	One who submits to the Will of Allah.
Nabi	Prophet of Allah.
Nafs	Arabic term for soul.
Qadr	Divine decree.
Qiyam	Standing humbly before Allah in prayer.
Qur'an	Book of divine revelations sent to Prophet Muhammad (PBUH). Literally means "The Recited" or "Recital"
Rahma	Compassion, kindness

Arabic Term	Meaning
Ramadan	Islamic month in which Allah began revealing the Qur'an. A special month in which Muslims fast.
Rasul/Rasool	Messenger of Allah who received a Book of guidance.
Ruh	Arabic term for spirit.
Sabr	Arabic term for patience or endurance.
Sadaqa	Arabic term for charity
Sahaba	The companions of Prophet Muhammad (PBUH)
Salat/Salah	Arabic term for prayers that Muslims perform.
Sawm	Arabic term for fasting from dawn to dusk.
Seerah	The life story of Prophet Muhammad (PBUH).
Shahada	To testify in the Oneness of Allah and belief in Muhammad as the Messenger of Allah. (PBUH)
Shaitan, Iblees	Arabic name for the devil, Satan
Sharia	The sacred path or law of Islam.
Shirk	Associating partner with Allah. Worst sin in Islam.
Shukr	Arabic term for thanks and gratitude.
Sunnah	The practice of way of Prophet Muhammad (PBUH), includes both his sayings and actions.
Surah	A chapter in the Qur'an.
Taqwa	A spiritual state of God-consciousness that acts as a shield against inner and outer evils.
Tasamuh	Tolerance
Tawadhu	To be humble and to be aware of your nothingness before Allah.
Tawakkul	Trust and reliance on Allah.
Tawba	It means repentance or returning to Allah.
Tawhid/Tauheed	Belief in the Oneness of God.
Ummah	Refers to the Muslim community as a whole.
Wahy	Divine revelation such as the Qur'an.
Zakat	Arabic term for purifying alms that are given to the poor and needy as mandated.
Zikr/dhikr	Arabic term for remembrance of Allah.

VALUE TWO

Trust

Trust

[truhst]

Assured reliance on the character, ability, strength, or truth of someone or something.

الثقة – التوكل

ath.theqa- at.tawak.kul

Reliability– Trust

Trust/Tawakkul in Islam

Trust and reliance on Allah for all matters.

Arabic Related Words

Honest – one who is free of deceit; truthful and sincere.

Opposite

Doubt – Assumption – Distrust

Tawakkul = Trust + Dependence + Action

Say, "Nothing will happen to us except what Allah has ordained for us; He is our Protector." In Allah let the faithful put their trust. (Qur'an 9:51)

Trust

What is Trust?

Trust is to rely upon or place confidence in someone or something. Trust is a central part of all human relationships, including partnerships, family life, business operations, politics, and medical practices. If you do not trust your doctor or psychotherapist, for example, it is much harder to benefit from their professional advice. In addition, some forms of trust are as follows:

- Trust in another person's abilities - a belief in a probability that a person will behave in certain ways.
- Trust in a person you can depend on - a belief in someone that you can depend on when needed.
- Trust in partner - a belief that someone cares for you and provides security and confidence.

Trusting someone involves confidence in their ability to deliver the expected. This confidence could be the result of experience, knowledge, recommendation from others, simply presupposition, or a result of faith—religious or non-religious.

TRUST IN ALLAH - TAWAKKUL

In Islam, *Tawakkul* (تَوَكَّلُ) refers to the *trust in Allah*. In the Arabic language, the word represents the Islamic concept of "reliance on Allah" or "trusting in Allah's plan". It is seen as "perfect trust in Allah and reliance on Him alone" and the fact that success is only achieved when you trust only in Allah, keep steadfast, and obey Allah's commands. *Tawakkul* is not only about relying on Allah in the face of difficulties, losses, troubles, and hurdles of life, but it is also about keeping on one's efforts and endeavors to achieve the intended goals of life.

You recognize that despite your best efforts, you may still fail sometimes, so you must rely on Allah for the result. The result is always in accordance with Allah's decision. So, for better results, you must strengthen the connection between you and Allah through all means. If you still fail to achieve what you wanted, then you must take it as Allah's decision and understand that it is better for you.

LEVELS OF TAWAKKUL

Islamic scholars have explained that there are multiple levels of Tawakkul. This might help you understand where your trust stands and where you must take it.

Level One:

The first level is simply knowing or acknowledging Allah by His qualities and attributes, such as the fact that He is all capable and sufficient to rely on; that He is the Sustainer (الحافظ), that He is All-Knowing (العليم), and that things can only happen with His Will and Decree. At this level, the actions of an individual do not reflect much beyond belief.

Level Two:

The second level is to believe that every matter has a cause or a means or believing in cause and effect. At this level, the individual attempts to act to achieve what he wants instead of expecting a miraculous result from Allah. It is important to recognize this level because some people give up striving towards their objectives due to their ignorance and think that this is reliance on Allah.

Level Three:

The third level is to acquire firm reliance on Allah alone. At this level, you strongly believe that until Allah wills it, you cannot achieve anything, even after putting forth your best efforts.

If Allah supports you, there is none who can overcome you. But if He fails you, who is there to help you after Him? So in Allah let the believers put their trust. (Qur'an 3:160).

This is the middle ground that leads to the next level and the level above that. However, one must try to strengthen and move quickly to avoid falling back to a lower level.

Level Four:

The fourth level is to depend on Allah wholeheartedly and feel tranquility when doing so. Anxiety and worry of outcome are eliminated when this level is reached. Individuals in this level strongly believe that all matters are in the Hands of Allah. This individual puts his or her best efforts without worrying about the results. This is the highest level of Tawakkul, which you should strive to reach.

Tawakkul in Action

First, let us start with some important practical aspects of trust in Allah.

1. Allah created everything with order and cause-and-effect. Allah wants us to act in accordance with those causes. So, *Tawakkul* is reliance on Allah with applied effort from us to achieve our needs, despite the belief that Allah is able to fulfill His servants' need without effort.
2. *Tawakkul* does not dismiss the need for taking precautions and mitigating risks from harm, even when performing devotional acts in the path of Allah, as pronounced by the Prophet (PBUH) in hadith, *Anas bin Malik narrated that a man said: "O Messenger of Allah! Shall I tie it and rely (upon Allah), or leave it loose and rely (upon Allah)?" He said: "Tie it and rely (upon Allah)."* (*Jami` at-Tirmidhi 2517*)
3. The common misunderstanding amongst many is Fatalism, which means you are predestined to fate, and it can't be changed. For instance, during the pandemic, some ignored taking precautions to protect themselves.

In summary, Tawakkul in Islam is not just reliance on Allah's *Will*. Instead, Tawakkul must encompass reliance on causal law that is embedded in the universe by Allah Himself. You are

required to strive in the best manner and fulfill the causal law of anything that you want to achieve. In other words, you must do what is needed and then rely on Allah.

Now, let's have a look at some examples.

4. Trust in law of nature. The sun rises every morning. Although there is no guarantee from any specific entity, every normal person believes in it without any doubt. That is an example of complete trust.
5. Earning wealth - If you want to earn more money in your business, you must act accordingly, such as growing your business, while letting Allah decide the result. More importantly, you should accept the result whether it is in your favor or not. Being lazy and not doing what is required is not the essence of Tawakkul.
6. A farmer does his best to sow seeds on time and provide fertilizer (nourish) accordingly. Not every seed grows into a plant and not every plant grows the best fruit. Everything may go well and produce a great crop. Suddenly, disease may spread, or a major storm may destroy the crop. Embodying full trust is someone who says Allah, the Creator, runs this entire process and the result is up to Him.
7. A student works hard, studies through the year, and attends the final exam. He may pass with a good score. Or on the day of the exam, he may get sick and may not perform well, or he may misunderstand an important question in a rush and anxiety and answer it wrong, causing him to receive a poor result. Trust is knowing the facts and relying on Allah, the operator of all matters.
8. You think you did poorly in an interview. But it is possible that the interviewer saw some quality in you that impressed him and gave you a job. The opposite is also possible. So, Allah can turn the outcome either way regardless of your performance.

What is Not Tawakkul?

As explained above, Tawakkul is trust and reliance in Allah while also putting forth your best efforts. (The element of this quality of the heart is built upon two very important pillars: dependence upon Allah and trust in Allah.) If you don't understand this core principle, you may mix this up with Iman or totally ignore Tawakkul, which is an essential aspect of a believer.

The opposite of Tawakkul is reliance on other than Allah. It can come in different forms, such as those outlined below:

1. Belief that each individual is responsible for their own results. The outcomes are the result of their own efforts.
2. Belief that people with power or influence can help you achieve what you want, and that there is no influence of Allah.
3. Belief that Allah exists, and He is the Creator, but not trusting or relying in Him. They tend to think that it is their own efforts that yield results. Some Muslims are victims of this belief.

Why Tawakkul?

Tawakkul is part of the faith in Allah. Shaitan (Evil or Satan, Iblis in Arabic) is always working to distract you from Allah and weakening your trust is one strategy. It can cause serious damage to your faith. Here are some important benefits that emphasize why we should have Tawakkul.

1. Tawakkul and Iman are intertwined. As soon as you accept Allah as one God and the only God, your trust in Him should follow. We must accept and believe, from our heart, that Allah is the sole provider; He controls the universe, and nothing can be achieved without His permission. Hence, Tawakkul is an essential part of one's faith.

The believers are those whose hearts tremble when Allah is mentioned, and when His revelations are recited to them, they strengthen them in faith, and upon their Lord they rely. (Qur'an 8:2)

2. Tawakkul is not optional, but a fundamental requirement.

Two men of those who feared, but whom Allah had blessed, said, "Go at them by the gate; and when you have entered it, you will prevail. And put your trust in Allah, if you are believers." (Qur'an 5: 23)

3. From this verse, we understand that it is crucial to always trust and rely on Allah, as He is the Best Sustainer and He will guide us through our difficulties; surely, He will protect us.

And will provide for him from where he never expected. Whoever relies on Allah—He will suffice him. Allah will accomplish His purpose. Allah has set a measure to all things. (Qur'an 65:3).

BENEFITS OF TAWAKKUL

Relying on Allah can provide total satisfaction and peace. Never become disheartened and discouraged in difficult situations. Place all trust in Allah. Here are some benefits to maintaining trust in Allah.

1. **Strength and Resilience:** Tawakkul leads to strength and resilience because the person with Tawakkul will not worry when he faces challenges.
2. **Stronger Connection with Allah and Success:** Trust in Allah invites you to connect with Allah Himself. The more you rely on Him, the greater the chances that you will please Him, which will lead to success in this world and in the Hereafter.
3. **Way to Allah's Mercy and humility:** Your trust in Allah will lead you to attribute everything to the will and pleasure of Allah. Thus, you will maintain obedience to Allah and his commands. Obedience will lead to humility.
4. **Good Mental Health:** By fully trusting in Allah, you will not be depressed by any hardships or intoxicated by success and wealth. This will allow you to maintain balanced mental health.
5. **Source of Peace:** Tawakkul is a source of peace, joy, and freedom from mental illnesses, such as anxiety. Strong trust in Allah will calm you down and help you perform even the most complex tasks with serenity and peace.

Light of Qur'an

Trust or Tawakkul is a key teaching of Islam. Several Qur'anic verses and hadith (sayings and practices of messenger of Allah) that speak about it signify its importance. The concept of trusting Allah is treated through the verbal form of trust, tawakkala (تَوَكَّلَ), in its various tenses and moods and the active participle "mutawakkil" in over thirty-five passages distributed throughout the Qur'anic text. In these, the ethical obligation of man to trust Allah Almighty is emphasized, and trusting Allah is associated with other religious values. Tawakkul is related to a state of belief (Iman) and awe (wajal) (وَجَلَ), to the religious practice of worship (Salah) (صَلَاة) and to a social practice of spending Allah's bounties (nafaqa) (نَافَقَ). Some key points are as follows:

1. Intimate relationship between faith and trust in Allah.

The believers are those whose hearts tremble when Allah is mentioned, and when His revelations are recited to them, they strengthen them in faith, and upon their Lord they rely. (Qur'an 8:2)

2. Faith, Iman is conditioned by trust.

O you who believe! Remember Allah's blessings upon you; when certain people intended to extend their hands against you, and He restrained their hands from you. So reverence Allah, and in Allah let the believers put their trust. (Qur'an 5:11)

Say, "Nothing will happen to us except what Allah has ordained for us; He is our Protector." In Allah let the faithful put their trust. (Qur'an 9:51)

3. Allah loves those who place their trust in Him. He also advises us to follow by action and effort.

It is out of Allah's mercy that you (O Prophet) have been lenient with them. Had you been cruel or hard-hearted, they would have certainly abandoned you. So pardon them, ask Allah's forgiveness for them, and consult with them in (conducting) matters. Once you make a decision, put your trust in Allah. Surely Allah loves those who trust in Him. (Qur'an 3:159)

4. Tawakkul is connected to piety and mindfulness (taqwa) (تقوى).

Once they have reached their term, either retain them honorably, or separate from them honorably. And call to witness two just people from among you, and give upright testimony for Allah. By that is exhorted whoever believes in Allah and the Last Day. And whoever fears Allah—He will make a way out for him. And will provide for him from where he never expected. Whoever relies on Allah—He will suffice him. Allah will accomplish His purpose. Allah has set a measure to all things. (Qur'an 65:2-3)

5. Tawakkul is strongly linked to cultivating virtues and actively taking charge of one's life.

It is He who brings down the rain after they have despaired, and unfolds His mercy. He is the Guardian, the Praised. And of His signs are the creation of the heavens and the earth, and the creatures He has spread throughout them; and He is Able to gather them at will. Whatever misfortune befalls you, it is because of what your hands have earned; and yet He pardons much. You are not the ones to interfere on earth; and besides Allah, you have no ally, and no helper. And of His signs are the ships sailing the sea like flags. If He willed, He could have stilled the winds, leaving them motionless on its surface. Surely in that are signs for every disciplined, grateful person. Or He could wreck them, because of what they have earned. And yet He pardons much. Those who dispute Our signs know that there is no asylum for them. Whatever thing you are given is only the provision of this life. But what Allah possesses is better and more lasting for those who believe and rely on their Lord. (Qur'an 42:28-36)

6. Success is secured only when believers put their trust in Allah as well as act steadfastly (taṣbirū) (تَبَصَّرُوا) and according to Allah's commands (tattaqū) (تَتَّقُوا).

When two groups among you almost faltered, but Allah was their Protector. So in Allah let the believers put their trust. Allah had given you victory at Badr, when you were weak. So fear Allah, that you may be thankful. When you said to the believers, "Is it not enough for you that your Lord has reinforced you with

three thousand angels, sent down?” It is; but if you persevere and remain cautious, and they attack you suddenly, your Lord will reinforce you with five thousand angels, well trained. (Qur’an 3:122–125)

7. Trust, wisdom, action, and precaution are essential for success in life.
8. Story of Prophet Yakub’s advice to his children before sending them to Egypt.

And he said, “O my sons, do not enter by one gate, but enter by different gates. I cannot avail you anything against Allah. The decision rests only with Allah. On Him I rely, and on Him let the reliant rely.” (Qur’an 12:67)

9. Story of the Cave Dwellers in which precaution was advised when visiting the city for food.

Even so, We awakened them, so that they may ask one another. A speaker among them said, “How long have you stayed?” They said, “We have stayed a day, or part of a day.” They said, “Your Lord knows best how long you have stayed.” “Send one of you to the city, with this money of yours, and let him see which food is most suitable, and let him bring you some provision thereof. And let him be gentle, and let no one become aware of you.” “If they discover you, they will stone you, or force you back into their religion; then you will never be saved.” (Qur’an 18:19-20)

Lessons from Prophet’s (PBUH) Life

Prophet Mohammad (PBUH) has maintained the best level of Tawakkul. We can learn a lot about his trust in Allah through many incidents throughout his life. For instance, he maintained his trust in Allah firmly when he was ridiculed by his own people. Similarly, he maintained his trust in Allah and waited in Makkah when his enemies were openly plotting to kill him. He waited for Allah’s command to leave Makkah. There are many such incidents in Prophet Mohammad’s life (PBUH) that demonstrate his trust in Allah.

Prophet Mohammad (PBUH) has repeatedly instructed believers to inculcate trust in Allah. He said, “If you were to have Tawakkul in Allah just the way it is desired, Allah would provide sustenance for you exactly the way He provides for birds; they set out on an empty stomach in the morning and in the evening, they return with their stomachs full. Also, the above Qur’an verses about cave dwellers teaches us the importance of trust in Allah.

Dilemmas – Questions – Challenges

Some common dilemmas in this regard are as follows:

**Iman (faith in Allah) is sufficient to be a successful Muslim.
Tawakkul is not so important.**

As explained earlier, Belief and Trust are intertwined. Belief alone is not sufficient to be a successful Muslim. Several verses from the Qur’an were listed earlier to demonstrate how Tawakkul is an integral part of good faith. As explained earlier, without Tawakkul, your faith is not complete. This reality can’t be ignored.

By default, all Muslims have Tawakkul, complete trust in Allah.

As illustrated earlier, Tawakkul is a constant condition of the mind. The level of Tawakkul may vary from time to time. So, it is not a one-time achievement or ritual. It needs to be

nurtured, and consistently maintained. Every action and expectation validate Tawakkul. Even great people have times when their Tawakkul was weak. Stories from the prophets and their companions illustrate this point. Tawakkul is not to be taken for granted.

We deserve the fruits of our hard work, why then should we rely on Allah for the outcome?

This is a common thought that flashes in our head when we fail even after all our best efforts. Tawakkul means keeping trust in Allah, exemplifying dependence on Allah, and putting forth our best efforts. It ends there, confirming that the results are up to Allah. The expectation is that you believe that the result will be according to Allah's will. If results are not as we expect after our best efforts, the outcome is something that Allah has decided for us. As explained earlier, we must accept that the outcome from Allah is good for us even if "the how" may not seem clear to us.

Iman and Tawakkul are one and same.

Tawakkul is only for overly pious people, religious scholars etc.

These are all some common misconceptions many of us have. It is important to differentiate between Iman and Tawakkul. We must make note that Tawakkul is an extension of faith in Allah. In other words, faith (Iman) is the foundation while trust (Tawakkul) is the building that sits on that foundation.

Unfortunately, many today are not aware of their lack of Tawakkul. Many of us believe that the positive outcomes of our actions are our own doing, and that the negative outcomes are from Allah. This is a critical point that must be corrected. As we learned earlier, Allah clearly states that all outcomes are from Him, while the negative outcomes are a result of our shortcomings and sins or test by Allah, but this too is facilitated by Allah.

We have no choice but to rely on Him. In fact, Allah will be pleased when we rely on Him and He rewards us for placing our trust in Him. Moreover, reliance brings us closer to Allah and strengthens our faith. However, acting with our best efforts, being cautious, and using our wisdom should all play a role. Allah looks at our efforts and what is in our hearts.

There are multiple verses in the Qur'an in which Allah promises to grant us positive outcomes due to our righteous actions, whether they are small or big.

Today, more than ever, mankind is experiencing a world that has become rough, cruel, hostile, and tough. Tawakkul is the key to living a stress-free life, while being able to focus and perform better.

Developing Tawakkul

VALIDATE YOUR UNDERSTANDING

Answer the following questions carefully to clarify your understanding.

1. Explain what Tawakkul is, and Tawakkul in Allah.
2. Explain why and how Tawakkul makes you a better Muslim. Also, explain how Tawakkul may lead to a peaceful life.
3. How many times is Tawakkul mentioned in the Qur'an?
4. List a few familiar people who possess strong trust in Allah, and it reflects in their lifestyle. Justify why you chose them.
5. List people from history like Prophet's companions (PBUH, RA) whose actions are impactful and motivate you about their trust in Allah.
6. Identify some verses from the Qur'an that discuss Tawakkul and reflect on them.
7. Identify situations from the lives of Prophet's companions (PBUH, RA) that illustrate Tawakkul.

SELF-ASSESSMENT

Assess where you stand and follow the instructions in the chapter.

1. Rate your level of Tawakkul. Rate between 1 and 5, 1 being lowest level of Tawakkul and 5 being the highest level.
2. List recent events in which you felt dependent on someone or something. Explain why they are signs of weak Tawakkul
3. List recent events in which you felt Tawakkul. Explain how you felt during those events.
4. List situations in which you could have used your Tawakkul but did not. Reflect upon your actions and potential corrections.
5. List situations in which you would like to show your Tawakkul in the future. Use the template from the "habits section".
6. List situations in your past where you felt your Tawakkul was low. Can you identify what caused the decrease?

ACTION ITEMS

Certain situations in life make us forget our Tawakkul. Some practical ideas to develop Tawakkul in the minds and hearts are briefly explained below, based on suggestions by experts, such as *Ibn Al-Qayyim* in his *Madaarij as-Salikeen*.

1. **Affirming monotheism (Tawhid) in our heart with conviction:** You must affirm in the oneness of Allah and the power of Allah from the depths of your heart. This means that you are convinced that Allah controls everything; only He can grant success, and nothing happens without His will. Through this conviction, your heart will gravitate towards Tawakkul, and trust in Allah becomes natural.
2. **Recognizing Allah's attributes:** Allah knows everything and knows whether success in your task is good for you or not. Allah sees everything and will reward your effort, whether you succeed or not. He is the Most Merciful, so whatever the result is, it is part of His Mercy on

- you. The deeper you understand Allah's names and attributes, the easier it is to develop trust in Him.
3. **Attempt to attain your goals:** As explained earlier, real effort is essential to attain the intended goal. Those actions may need spiritual effort. However, many Muslims today forget that there are also spiritual actions required to attain their goals. These actions include keeping the connection with Allah through daily prayers (Salah), earning halal, having noble intentions, and making dua for success. Establishing these spiritual practices are essential for Tawakkul.
 4. **Be at peace with Allah's will; accept outcomes:** You must be at peace with Allah and accept His decisions, whether they are in your favor or against. You must have full trust that Allah's power is limitless. He will take care of you, and He will never abandon you. This belief allows inner peace to enter your heart. This inner peace will strengthen your trust in Allah (Qur'an 2: 286).
 5. **Think good about Allah and make supplication consistently:** Thinking about good things is one of the important pieces of guidance given by Prophet (PBUH). It is even more important when we think about Allah. You must always maintain positive thoughts about Allah. You must believe that whatever Allah wills for you is best for you even if it does not seem to be good at that moment. You must believe that Allah will answer your supplication (dua) in one way or another. So, do not give up on asking Allah, even when it seems like you are not getting what you want.
 6. **Clear any doubts you have about Allah:** We tend to fall for Shaitan's (Iblis) tactics through fear of failure, fear of poverty, and fear of humiliation. He will try to weaken your trust in Allah and even fill your mind with doubts about Allah. He may also sabotage your efforts. You must hold onto your Iman and trust in Allah by confronting all these fears. Clear any doubts and fill your mind with positive thoughts, staying close to Allah.
 7. **Use the Prophet's (PBUH) advice and adopt dhikr:** As Prophet Mohammad (PBUH) advised, pray to Allah, and involve yourself in dhikr often. Use the following powerful supplication every morning in addition to others.

*Allah is sufficient for me. There is none worthy of worship except Him. I have placed my trust in Him.
He is Lord of the Majestic Throne.
(Sunan Abu Dawood: 5081)*

LANGUAGE OF TAWAKKUL

Trust is a fragile belief. Most importantly when you are facing trouble you need to hold on to your trust in Allah. It is possible only if you foster it in normal times. Some of the phrases that can help strengthen your trust in Allah are listed below.

Phrase	How it can help
I couldn't have done it without Allah. It was only possible because of Allah.	It shows and strengthens your trust in Allah
What does Allah think of it? This one is Allah's call.	It shows that you acknowledge Allah behind everything.
Laa hawla wa laa quwwata illa billah (There is no power or strength except with Allah)	It reminds your dependence on Allah and the limits of your own abilities.
Hasbunallah wa ni'amal wakil (Allah is sufficient for me and He is the best disposer of affairs)	This phrase reminds us to put our trust in Allah and to rely on Him in all circumstances.
Ya Allah, grant me patience	It helps you build patience and trust in Allah
Ya Allah, grant me wisdom	It helps you gain wisdom and understanding of Allah.
Ya Allah, grant me steadfastness	It helps stay strong in the face of adversity and to remain steadfast in your faith.
Ya Allah, protect me from the whisperings of the devil	It reinforces your trust in Allah to protect from the devil and his whispers
Ya Allah, grant me success in this world and the hereafter	It helps you strengthen your trust in Allah for success in both this life and the hereafter.

HABITS FOR TAWAKKUL

Identify habits that can help you strengthen your Tawakkul. Set your goals and apply them. Use the following template to build habits that may help achieve your goals.

GOAL:
Situation/Context: When this happens or when I face this situation
Example: I don't have enough money to pay my bills.
Usual Action: My usual response (the one I need to fix)
Example: When this happens, I usually get very upset and start to think of ways to get enough money to pay the bills, whether these methods are halal or haram.

New Action: But I will do the following and build a new habit
Example: What I should do when I cannot pay my bills is search for halal options and trust that Allah is the ultimate provider, and that He will give me what I make dua for.

JOURNALING IDEAS

Take some time to reflect and write in your journal (or daily diary) on the following topics:

1. Explore your feelings towards Tawakkul:
 - How do you understand and define Tawakkul?
 - What emotions arise when you think about relying on Allah and putting your trust in Him?
 - Have you experienced moments of complete trust in Allah? Describe those experiences and their impact on you.
2. Reflect on situations where you could have practiced Tawakkul:
 - Recall specific instances where you had the opportunity to place your trust in Allah but didn't.
 - What factors or fears held you back from fully relying on Him?
 - How do you think things might have been different if you had embraced Tawakkul in those situations?
3. Explore situations where Tawakkul guided you towards good or prevented you from sin:
 - Recall moments when your trust in Allah's plan and His guidance helped you make better decisions.
 - Describe any instances where Tawakkul provided you with strength and resilience during challenging times.
 - How has Tawakkul influenced your actions, choices, and overall outlook on life?

PROGRESS TRACKING

Tracking your progress is crucial for personal growth and development. By summarizing your learnings, setting milestones, and celebrating achievements, you can stay focused, motivated, and achieve valuable outcomes in your journey. To effectively track your progress and achieve valuable outcomes, follow these steps:

1. Summarize the key learnings from this lesson and write them down. This will help you consolidate and retain the knowledge you have gained.
2. Create a comprehensive plan that includes break points and milestones along your learning journey. These checkpoints will allow you to evaluate your progress thoroughly and identify areas for improvement. Set specific goals for each milestone to measure your advancement effectively.
3. Celebrate your achievements in a reasonable and meaningful way. Recognize and reward yourself for the milestones you have reached. This can serve as motivation to continue progressing and maintain a positive attitude towards your learning journey.

GROUP LEARNING

Please refer to the group learning guidelines outlined in the *Roundtable* section of the *Introduction* chapter.

FURTHER READING

To learn more about trust in Allah do the following.

1. Engage in reading the complete context and interpretations of the Qur'anic verses mentioned in this chapter.
2. Conduct a thorough search across various Hadith resources to deepen your understanding of Tawakkul and reinforce your knowledge.
3. Explore the lives of the companions of the Prophet (PBUH) and delve into Islamic history, emphasizing the aspect of Tawakkul.
4. Utilize authentic resources for further study on the subject of Tawakkul.

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GROUP PRACTICE

While contemplation is primarily an individual activity, engaging in group discussions can provide valuable insights that can enhance your contemplative practice. By participating in discussions, you can exchange perspectives and ideas that may contribute to a deeper understanding and more effective contemplation. For guidelines on group learning, please refer to the Roundtable section of the Introduction chapter.

FURTHER READING

To expand your knowledge and deepen your understanding of contemplation, consider exploring the following resources:

1. Delve into the full context and interpretation of the Qur'anic verses referenced in this chapter to gain a comprehensive understanding of their meanings.
2. Search the Qur'an for additional verses that address the subject of contemplation, reflection, and pondering. These verses can provide further insights and guidance.
3. Explore various hadith resources that discuss contemplation and reflect on the teachings of the Prophet Muhammad (PBUH). These hadiths can offer valuable insights and practical examples.
4. Study the life of Prophet Ibrahim (PBUH) and his stories of contemplation, as mentioned in the Qur'an and other Islamic literature. Reflecting on his experiences can provide inspiration and guidance for your own contemplative practice.
5. Analyze the ways in which Prophet Muhammad (PBUH) engaged in contemplation and learn from his example. Discover how he sought moments of solitude and reflection to deepen his connection with Allah.
6. Utilize authentic resources to further study contemplation. For a deeper understanding, consider referring to the following sources:
 - a. "Contemplation - An Islamic Psychospiritual Study" by Malik Badri. Published by The International Institute of Islamic Thought (2007).
 - b. "The Lost Art of Contemplation" by Dr. Zohair Abdul-Rahman. Available at: <https://yaqeeninstitute.org/read/paper/the-lost-art-of-contemplation>

VALUE NINE

Leadership

Leadership

[lee-der-ship]

It is the ability of an individual, group or organization to "lead", influence or guide other individuals, teams, or entire organizations.

القيادة

al.qiyada

The manager – The deciders

Arabic Related Words

Imam – head or leader of community

Opposite

Follower - Inferior.

Leadership = Vision + Influence + Mentorship + Action +
Adaptability

*The Prophet (PBUH) said,
Each of you is a shepherd, and each responsible for his flock.
(Sunan Abu Dawood: 2928).*

Leadership

What is leadership?

Leadership (القيادة) is the ability to guide a group of individuals or an organization towards a specific goal, while managing risks and maximizing the efforts of the team. In other words, leadership is a quality by which a person influences others to achieve an objective and directs the organization in a way that makes it more cohesive and coherent. It is a process by which the leader seeks the voluntary participation of followers to achieve organizational objectives. Alternatively, it is a process of social influence in which a leader influences and supports a team to work enthusiastically towards achieving objectives.

From Islam's perspective, leadership carries the same definition. However, Islamic leadership must be built on values, ethics, and principles defined by Islam. Fortunately, the leadership principles of Islam those defined almost fourteen hundred years ago are far superior to modern-day leadership principles. Many secular modern-day leadership principles can be found as a subset or based on Islamic leadership principles. Islamic leadership principles are much broader and go beyond an organizational structure, addressing society and its success.

The right leadership is essential at all levels, starting from an individual to a country and beyond, for success at each level. At the personal level, leadership could mean leading a life with the highest possible quality, which includes nurturing good character, qualities, motivation, setting higher goals, and working towards achieving them. It may involve influencing family and/or people around you. At the organizational level, it is about setting the vision and leading the team to achieve organizational goals.

ILLUSTRATION - HOW DOES IT LOOK LIKE?

The leadership roles exist at all levels, right from self-leading to leading a large country or an international organization. These roles at different levels may look like:

Self-leadership: It can be defined as the ability to self-regulate and manage oneself in a manner that fosters personal growth, achievement of goals, and the cultivation of positive qualities, behaviors, and habits that enable one to succeed in life.

Head of Family: It is about leading a happy family, raising successful children, taking care of their needs and education, maintaining good ties with relatives, neighbors, and the community.

Community Leader: An individual who leads a community, regardless of its size or religious affiliation, by fulfilling their responsibilities and guiding members towards a positive direction. A

capable community leader is characterized by their selflessness, sense of responsibility, humility, role model status, and clear vision.

Head of Organization or Business: It is about successfully running an organization or business that is profitable while practicing ethics, treating its employees with respect, motivating, and empowering them. The organization could be small or as big as any country. The leader of a country is no different from the head of an organization, responsible for the welfare of its citizens, safety of the country, and progress in the right direction.

Although there are slightly different definitions of leadership, they all boil down to the skills of the leader to influence as required. In addition, leaders are supposed to possess proven and progressive principles that will help find a way through challenges and uncertainties and take towards excellence.

SOME FAMOUS QUOTES ABOUT LEADERSHIP

Every one of you is Shepard of your own flock. – Prophet Mohammad (PBUH)
Leaders become great not because of their power, but because of their ability to empower others. – John C. Maxwell
A leader is one who knows the way, goes the way, and shows the way. – John C. Maxwell
Become the type of leader that people would follow voluntarily, even if you had no title or position. – Brian Tracey
Leadership is unlocking people's potential to become better. – Bill Bradley
The leader is one who, out of the clutter, bring simplicity; out of discord, harmony; and out of difficulty, opportunity. – Albert Einstein
A good leader takes a little more than his share of the blame, a little less than his share of the credit. – Arnold H. Glasgow
No man will make a great leader who wants to do it all himself or get all the credit for doing it. – Andrew Carnegie
Leadership is calculated risk-taking. – Ted Ward
Leadership and learning are indispensable to each other. – John F. Kennedy
Today a reader, tomorrow a leader. – Margaret Fuller
Earn your leadership every day. – Michael Jordan
A genuine leader is not a searcher for consensus but a molder of consensus. – Martin Luther King
If your actions inspire others to dream more, learn more, do more and become more, you are a leader. - John Quincy Adams
Leadership is the capacity to translate vision into reality. - Warren Bennis
If you stop learning today, you stop leading tomorrow. – Howard Hendricks
Leadership is the art of getting someone else to do something you want done because he wants to do it. – Dwight Eisenhower

History provides us with numerous examples of good and bad leaders at all levels. In this chapter, we will explore some of the good leaders and what made them achieve that title. Here's a list of examples to consider:

1. Prophet Muhammad (PBUH) - Many books and articles have been written about his leadership skills.
2. Early Islamic Leaders (Khalifa) such as Abu Bakr, Umar ibn al-Khattab, Utham ibn Affan, Ali ibn Abi Talib (may Allah be pleased with them all).
3. Some of the leaders from recent history:
 - a. Muhammad Ali - world-famous boxer and Muslim, well-known for his integrity
 - b. Sheikh Mohammed bin Rashid Al Maktoum, the ruler of Dubai, transformed Dubai.
 - c. Mahathir Mohammad, former Prime Minister of Malaysia, transformed Malaysia.
 - d. Sayeeda Warsi, British politician, and a lawyer
 - e. Queen Rania Al-Abdullah, queen of Jordan
 - f. Martin Luther King, Mahatma Gandhi who led the social movements.
 - g. Country leaders such as George Washington, Abraham Lincoln, and others

WHAT IS NOT LEADERSHIP

Leadership is not about commanding, forcing, or controlling people who are working towards a goal. Instead, it is about influencing, guiding, mentoring, coaching, and providing all that is needed by the team to achieve the goal. It is often confused with supervising or managing. Supervising is only monitoring the activities and providing light assistance when needed. Management is also sometimes used interchangeably with leadership. However, by definition, managing is about planning, monitoring, and providing resources to achieve the goal. In today's organizations, managers also act as leaders, influencing and caring for their teams. These roles have almost merged, and the concept of supervision only exists in some manufacturing-type corporations.

Why Leadership?

Leadership is an integral part of human life and essential for the success of a team or organization. Effective leadership brings people together on a common path and leads them towards their desired goal collectively. A good leader transforms the potential of people into reality.

Furthermore, leadership is a great quality, and every organizational success, besides other factors, owes its credit to its leader. Small groups, families, organizations, states, empires, and even the world at large need good leaders who can lead their respective followers to success. Therefore, leadership is an important function of management, which helps to maximize efficiency and achieve organizational goals.

Every individual should aspire to become a leader at whatever level is possible and work towards continuous growth. Here are some details of how leadership helps:

1. Leadership establishes the vision of the organization or team.
2. Good leadership brings out the best abilities from the members of the organization or team.
3. Leadership motivates all towards achieving a common goal.
4. Leadership provides the right structure for the organization or whatever is being led.
5. True leadership produces more leaders.
6. Leadership is key to change that is needed when times change.
7. Leadership resolves conflicts and addresses challenges.
8. Leadership creates a positive environment for the members.

9. Leadership provides clarity and direction.
10. Leadership helps the individual to successfully lead himself and those he is responsible for.
11. Leadership enables the individual to lead a purposeful life.
12. Islamic leadership allows the individual to set priorities between worldly and eternal goals, and align his objectives at each step.

Leadership Qualities – What makes the leader?

Individuals aspiring to become leaders should possess certain essential qualities before taking on any leadership roles. Once in a leadership role, a leader must work on additional skills to lead successfully. In fact, a leader should be a lifetime learner and maintain a growth mindset.

Leadership is about nurturing the qualities that help to influence people and the skills that enable individuals to deliver their best. There are many personal qualities required to become a leader, and those qualities must be intentionally developed within an individual. A structured approach to development is highly recommended. While some may believe that leaders are born, the truth is that the number of natural-born leaders is likely small. Most other leaders are intentionally made by developing the required qualities, skills, and values.

Here is a list of well-known qualities and skills integral to leadership. The list is not limited to these, but it is a good start to understanding leadership:

- | | |
|--------------------------|-----------------------------------|
| 1. Personal Character | 8. Resilience |
| 2. Courage | 9. Problem-solving skills |
| 3. Positive Attitude | 10. Serving mindset |
| 4. Self-discipline | 11. Growth mindset |
| 5. Prioritization skills | 12. Visionary and purpose-driven |
| 6. Competence | 13. Mentoring and coaching skills |
| 7. Communication skills | |

Let us delve deeper into some of these qualities.

CHARACTER

The character is an innate personal trait of a person. A good character embodies many qualities such as integrity, honesty, loyalty, fortitude, humility, empathy, compassion, justice, morality, and ethics, as well as trustworthiness (credibility) and other important virtues that promote good behavior. These character traits define the person and highly influence the choices they make in their lives and as leaders.

True leadership is about the willingness to do the right things. But it requires the person to make tough choices from all aspects, such as moral, spiritual, and ethical. Islam teaches all these qualities without any compromise. Muslims are advised to give equal importance to all of them and be well-rounded human beings at all levels.

COMPETENCE

Competence refers to the ability to effectively perform the job and achieve the desired results. It includes a wide range of skills and abilities that are required to complete the given job.

Furthermore, they can be personal qualities, social skills, and other required skills specific to the job and context. A leader who is competent will be able to make sound decisions and lead the team effectively towards achieving their common goals. Some of those skills are:

- **Technical skills:** the knowledge and expertise required to perform the job or manage a particular team or project.
- **Interpersonal skills:** the ability to communicate, collaborate, and build relationships with others.
- **Problem-solving skills:** the ability to identify and solve problems in a timely and effective manner.
- **Strategic thinking:** the ability to think long-term and make plans that align with vision and goals
- **Emotional intelligence or social skills:** the ability to understand and manage one's own emotions and the emotions of others.

POSITIVE ATTITUDE

A positive attitude helps to see possibilities when others don't. It encourages people when they are defeated and enables them to demonstrate commitment when others want to quit. A positive attitude enables a leader to take risks and react positively to all events. It is a crucial quality for a leader. A leader is optimistic about the future despite any negative responses from critics.

COURAGE

Courage is not simply physical bravery, but it comes in many different forms. In other words, courage is overcoming fear and taking calculated risks while using wisdom. Courage is not taking a path without having enough preparation and knowledge. For instance, targeting to complete a science project without learning mathematics and science required. Here are some forms of courage:

- Do not be afraid to believe the unimaginable and follow the vision.
- Do not be afraid to be patient when you are delayed on your path.
- Do not be afraid to say no if you think you will regret later saying yes.
- Do not be afraid to take an unpopular stand when you are standing up for your goal or belief.
- Do not be afraid to ask for help when it is needed to stay on track.
- Do not be afraid to show genuine emotion while being professional.
- Do not be afraid to forgive and forget when your team or others make mistakes.
- Do not be afraid to stay on the course if you failed repeatedly but believe you will succeed.
- Do not be afraid of apologizing when you fall short in any way, such as miscommunication, failed action, failing to show support or take part, as that will gain respect and repair relationships.
- Do not be afraid to take undeserved blame when your team falls short. And other similar.

PRIORITIZATION

Whether at a personal level or as a leader, knowing how to get what you want is essential. In addition to planning, successful execution demands the ability to prioritize the right things. Time cannot be managed, but it can be optimized. It's all about how you prioritize your tasks. Not every task is as valuable as every other task on hand. To be a successful individual or leader, you

need proven prioritization strategies and skills that can optimize the use of resources. Note that working smarter returns more than working harder.

Leadership involves identifying tasks that are important, not important, urgent, and not urgent, and applying the chosen method to execute plans. Simply put, working smarter has a higher return than working harder. There are multiple theories about prioritization, and a few popular ones are briefly explained below.

Pareto Principle or 80/20 Rule

The Pareto Principle, also known as the 80/20 rule, is named after Vilfredo Pareto, an Italian economist and sociologist who lived from 1848 to 1923. Pareto made significant contributions to the fields of economics and social sciences during his lifetime.

Vilfredo Pareto is best known for his observations on wealth distribution in society, which led to the development of the Pareto Principle. He noticed that approximately 80% of the land in Italy was owned by only 20% of the population. This observation sparked further exploration into the unequal distribution of resources and outcomes in various contexts.

Based on his observations, Pareto developed the concept that a significant portion of results or outcomes is generated by a relatively small portion of efforts. While the specific percentages may vary in different scenarios, the general principle holds that a small fraction of inputs or activities often leads to a large proportion of desired outcomes.

By understanding and applying the Pareto Principle, individuals and organizations can prioritize their efforts, focus on the most impactful tasks, and achieve greater efficiency and effectiveness in their endeavors.

Simple Time Management Process

Although there are many theories to manage your time better, there is a simple process that can give you a heads up. First, start with a time inventory. For one or two weeks, track how you are spending every minute of your day, including work and life. You can use any format, such as a simple table with every 15-minute interval per row from the time you wake up until you go to bed.

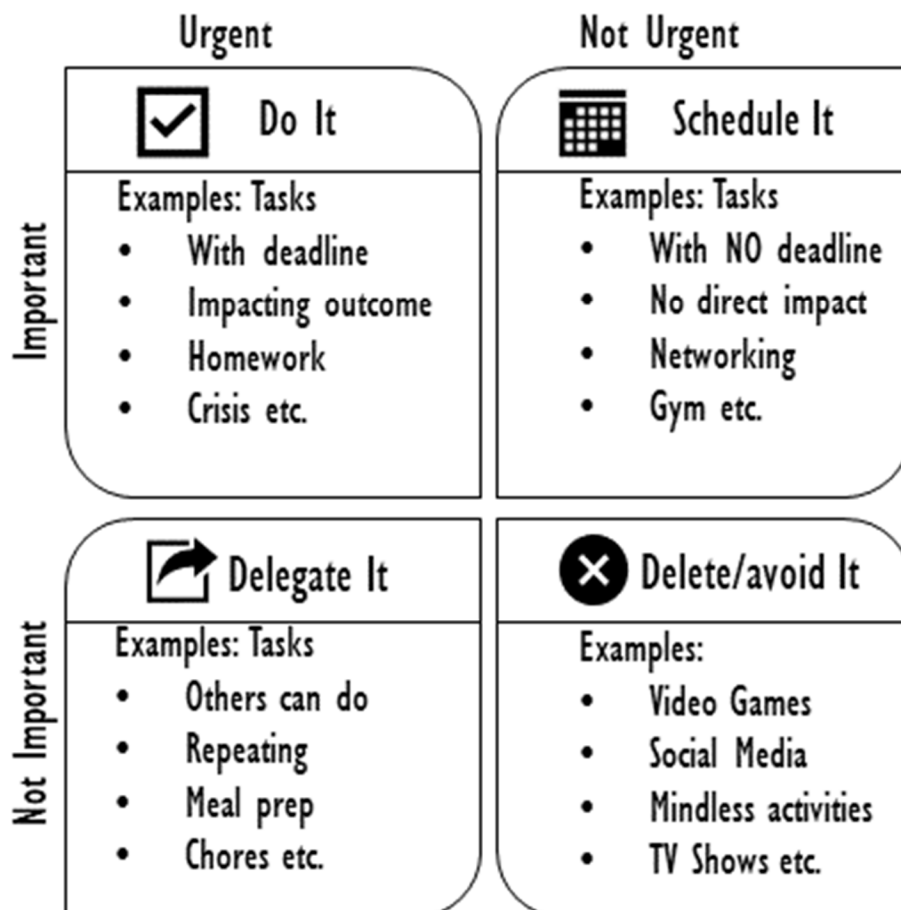
After that, analyze and identify all the tasks and areas where you are spending your time. Feel free to use charts to better visualize. Now you can categorize your tasks and prioritize them to know which ones are getting what percentage of your time. Assess whether the tasks with higher priority are given a higher percentage of your time. Now you can apply the 80/20 rule and assign the highest time for the 20% of tasks that are expected to return 80% of the outcome.

Eisenhower's Matrix

In 1954, Dwight Eisenhower, a prominent figure in American history who served as the 34th President of the United States from 1953 to 1961, introduced a principle for effective time management. Eisenhower was not only a respected political leader but also a military general and renowned strategist.

Eisenhower's principle, often referred to as Eisenhower's Matrix, provides a framework for prioritizing tasks based on their importance and urgency. It emphasizes the significance of

focusing on activities that contribute to long-term goals rather than solely attending to immediate demands. The matrix below illustrates it.



The matrix, also known as the Urgent/Important Matrix or Time Management Matrix, categorizes tasks into four quadrants:

1. **Important and Urgent:** These tasks require immediate attention and have significant long-term consequences. They should be addressed promptly and given high priority.
2. **Important but Not Urgent:** These tasks are essential for long-term success but do not have an immediate deadline. They should be planned and scheduled to avoid last-minute urgency.
3. **Urgent but Not Important:** These tasks may demand immediate attention but do not contribute significantly to long-term goals. Delegating, minimizing, or eliminating such tasks is recommended to free up time for more important activities.
4. **Not Urgent and Not Important:** These tasks have little to no impact on long-term objectives and can be considered distractions. Minimizing or eliminating them is advisable to optimize productivity.

By utilizing Eisenhower's Matrix, individuals can better allocate their time and energy, focusing on tasks that align with their goals and yield meaningful results. It is a valuable tool for both daily routines and complex projects, enabling effective time management and decision-making.

VISION

Vision is a powerful tool for leaders, providing a picture of the future that inspires and motivates individuals and organizations to achieve their goals. Whether at a personal or organizational level, having a clear vision is essential for success. Leaders must possess the ability to see the future before others and effectively communicate their vision to their team, providing direction and guidance towards achieving their goals. A leader without vision is incomplete, as they are unable to plan for and prepare the execution of their goals.

Having a clear vision also allows leaders to focus on long-term goals, sacrificing short-term benefits when necessary. A leadership vision declaration should include values, beliefs, and purpose, defining who the leader is and how they will lead. As an individual, it is important to have a personal leadership vision that defines what matters most, what you wish to accomplish in your life, the kind of leader you aspire to be, and your mission as a Muslim.

A well-crafted leadership vision should be described in concrete terms that are easy to visualize and remember. It should be ambitious but achievable, providing the motivation needed to strive towards its realization. In summary, having a clear vision is indispensable for effective leadership, as it provides direction, motivation, and a roadmap for success.

SELF-DISCIPLINE

Self-discipline is crucial for success, especially for leaders. The most challenging aspect of leadership is leading oneself, and self-discipline is key to achieving this. It involves resisting impulses, staying focused, and completing tasks as planned. To succeed as a leader, you must possess the persistence and willpower to dedicate yourself to a task until it is satisfactorily completed.

Self-discipline is a learned behavior, not an inherent ability, and can be developed through consistent practice. To develop and maintain self-discipline, it is necessary to work towards specific goals and stay motivated. It is essential to identify obstacles that hinder your progress, such as distractions like social media and bad habits, and remove them. Good leaders and successful individuals exhibit a high degree of self-discipline, and we can learn from them about how they maintain their discipline.

To be a successful leader, one must be disciplined, highly focused on goals, driven, passionate, and consistent until the destination is reached. By practicing self-discipline, leaders can set an example for their team and inspire them to follow suit. Therefore, self-discipline is an indispensable quality for leaders who want to lead their teams to success.

COMMUNICATION SKILLS

Effective communication skills are essential for any leader. Leaders need to know how to communicate their vision effectively to motivate, influence, and earn the cooperation of others. Communication skills involve strategic communication, wisdom, good verbal and written communication skills, and the ability to set clear and well-defined expectations for people they work with. Here are some common effective communication skills:

1. **Active listening:** It is important to stay in the moment and focus on the speaker.

2. **Verbal and written communication:** The ability to present the message in whichever format is needed for the situation requires developing language skills to the required level of vocabulary and articulation.
3. **Transparency:** Being open in communication fosters trust. It's important to speak or present expectations and challenges openly without hiding.
4. **Clarity:** Communicating specifics like expectations, timelines, and other details as needed.
5. **Asking open-ended questions:** Being able to ask open-ended questions helps to get thorough responses. Open-ended questions sound like, "Define the concept or term for me?", "Tell me more about it.", "Explain what you mean," and so on.
6. **Empathy:** Use empathy to understand the point of view of the other person to understand the situation better. Empathy allows you to be fair in negotiation or derive better strategies.
7. **Open-mindedness:** Listen to your team and the people you work with and seek advice from them, and experts as needed.
8. **Feedback and improvement:** Asking for feedback and taking criticism as much as needed is important. Also, taking steps to improve and get better.
9. **Change agent:** A key quality of a leader is to enable the team to navigate through change successfully. You must believe in change and work as a facilitator when change is needed.

GROWTH MINDSET

An individual's success depends on their daily actions. To achieve greater success and become a successful leader, you must adopt a growth mindset. A growth mindset is the belief that you can develop talent, ability, intelligence, and other skills required to achieve your goals. It allows you to focus on the journey, not just the destination, and see the big picture. A growth mindset strengthens hope and enables you to embrace change. A leader must maintain a growth mindset to lead and grow.

True leaders are always learning. They don't have to know everything or have a solution to every problem. Instead, they must be energetic and enthusiastic about gaining enough knowledge to move people and plans from confusion or obscurity to excellence. Furthermore, a growth mindset allows you to see every challenge and problem as an opportunity to learn and grow towards excellence. Successful leaders are constantly training themselves with discipline.

SERVING MINDSET (SERVANT-LEADERSHIP)

Leaders must demonstrate excellence in all aspects of life and serve as examples and role models. Servant-leadership suggests serving others first before helping yourself and being an example in practicing what you preach. One of the key aspects of Islamic leadership is serving others and keeping their needs ahead of the leader's needs.

The Prophet (PBUH) is a well-known servant-leader. There are many incidents from his life that demonstrate his servant-leadership. At times, outsiders could not recognize who the leader was and who the follower was when he was among his companions. He always acted like one among his companions, not showing power or control.

MENTORING AND COACHING

Good leadership is about producing more leaders, not just leading followers. A leader must have good mentoring and coaching skills to develop and enhance the skills and leadership qualities of their team.

Mentoring is about sharing knowledge, experience, and guidance with others. A mentor provides support, advice, and feedback to others to develop their competency and achieve goals. Coaching, on the other hand, is about helping individuals improve their performance. A coach identifies areas of improvement, sets goals, and develops an action plan to achieve those goals.

A leader with mentoring and coaching skills can help improve the performance and nurture the leadership qualities and skills of their team, producing the next generation of leaders.

RESILIENCE

Resilience enables us to effectively handle stress, challenges, and failures while also helping us bounce back from setbacks. It is an important quality for leadership since leaders must be able to face failures and come back stronger with lessons learned. Failures can cause pain and loss in different forms, but they are a common occurrence. A good leader predicts and prepares for challenges and failures. They stay focused, make clear decisions even under pressure, and serve as an example for their teams, leading them to success.

PROBLEM-SOLVING SKILLS

Problem-solving skills are the ability to identify problems, brainstorm and analyze solutions, and implement the best one. They are a combination of many other skills that help solve problems, such as analytical skills, innovative and creative thinking, adaptability and flexibility, teamwork, subject knowledge, and more. These skills can be developed through focused effort in each area.

Anti-leadership Qualities

Like everyone else, leaders do fail sometimes. The reasons for failure could be either the qualities of the leader or some external causes. While external causes can't be controlled, negative qualities of the leader that cause the failures can be identified. It is important for every leader to know the various potential reasons and negative qualities that may impact the success of a leader. The following list explains some of them.

1. **Pride, arrogance, ego, or lack of humility** - personal weaknesses of a leader that can cause failures.
2. **Prioritization and resource management** - when a leader fails to manage time and resources, they may lose control, become stressed, and eventually fail.
3. **Lack of courage** - no courage or fear of acting may cripple the leader.
4. **Perfectionism** - an obsession with perfection can cripple progress. Good leaders should know when to let go.
5. **Thirst for glory** - when leaders fall for glory, title, power, or monetary benefits, it can distract the leader from their primary objective.
6. **Rivalry** - if rivalry enters the environment among leaders, it can destroy progress.

7. **Selfishness** - if leaders become selfish and start ignoring team priorities, it can demotivate and hurt the bottom line.
8. **Rigid planning** - if plans do not allow any change or completely lack flexibility, it could hurt progress when faced with hurdles.
9. **Lack of integrity** - missing moral and ethical values in leadership can cause disasters.

In addition, some working environments or surroundings do not provide the required platform for leaders to perform. For instance, the political environment and governing system can be a hindrance.

While these are some of the negative qualities that may bring down even good leaders, missing some of the required qualities can also cause failure. The understanding of required essential qualities and negative qualities will help to become a successful leader.

Light of Qur'an

The Qur'an contains numerous direct and indirect references to leadership, outlining the concept of leadership, the requirements of a leader, and the obligations of others. According to the Qur'an, all Muslims must choose the right leaders and obey them. The term "Imam" is used in the Qur'an to refer to a leader. Some key points on leadership as per the Qur'an are outlined below.

Leadership Role Model - Prophet:

The Prophet Muhammad (PBUH) was known for his character, as the head of his family, the leader of his community, and the head of the army. He possessed all the qualities that can be implemented in today's personal, community, or organizational life. His life provides lessons that can be applied in all situations.

Indeed, in the Messenger of Allah you have an excellent example for whoever has hope in Allah and the Last Day, and remembers Allah often. (Qur'an 33:21)

We made them leaders, guiding by Our command, and inspired them to do good deeds, establish prayer, and pay alms-tax (zakah). And they were devoted to Our worship. (Qur'an 21:73)

Requirements of Leadership – Knowledge & Power:

A successful leader must possess knowledge and power. The Qur'an teaches that knowledge and power are essential for leadership. A leader without knowledge cannot make the right decisions, and without power, they may not be able to implement their decisions.

Have you not seen those chiefs of the Children of Israel after Moses? They said to one of their prophets, "Appoint for us a king, (and) we will fight in the cause of Allah." He said, "Are you not going to cower if ordered to fight?" They replied, "How could we refuse to fight in the cause of Allah, while we were driven out of our homes and (separated from) our children?" But when they were ordered to fight, they fled, except for a few of them. And Allah has (perfect) knowledge of the wrongdoers.

Their prophet told them, "Allah has appointed Saul to be your king." They protested, "How can he be our king when some of us are more deserving of kingship than he, and he has not been blessed with vast riches?" He replied, "Allah has chosen him over you and blessed him with knowledge and stature. Allah grants kingship to whoever He wills. And Allah is All-Bountiful, All-Knowing."

(Qur'an 2:246-247)

Character to be Leader.

The Qur'an emphasizes character as an essential quality for leaders. The leader must be trustworthy and just. Moreover, they must obey Allah and the Prophet (PBUH) and refer to them when there are differences. All others must obey their leader after Allah and the Prophet (PBUH).

Indeed, Allah commands you to return trusts to their rightful owners; and when you judge between people, judge with fairness. What a noble commandment from Allah to you! Surely Allah is All-Hearing, All-Seeing. (Qur'an 4:58)

O believers! Obey Allah and obey the Messenger and those in authority among you. Should you disagree on anything, then refer it to Allah and His Messenger, if you (truly) believe in Allah and the Last Day. This is the best and fairest resolution. (Qur'an 4:59)

Choose and follow the right leaders.

Allah has sent divinely guided leaders to lead people towards Him in the best manner possible. He chose them for their strength and character (Qur'an 32:24), purified them (Qur'an 33:33), and inspired them with knowledge of the Book (Qur'an 13:43). On the Day of Judgement people will not just stand as individuals, but as groups to whom they belonged while on earth, and with leaders whom they chose to follow. So, it is important for everyone to choose the right leaders to follow. As leader you must be one that embody the leadership qualities that Qur'an and Prophet (PBUH) advice.

(Beware of) the Day We will summon every people with their leader. So whoever will be given their record in their right hand will read it (happily) and will not be wronged (even by the width of) the thread of a date stone. (Qur'an 17:71)

Leaders are tested.

Leadership is not an easy task. There may be challenges. Prophet Ibrahim (PBUH) tried (tested) and then made as Imam.

(Remember) when Abraham was tested by his Lord with (certain) commandments, which he fulfilled. Allah said, "I will certainly make you into a role model for the people." Abraham asked, "What about my offspring?" Allah replied, "My covenant is not extended to the wrongdoers." (Qur'an 2:124)

Lessons from Prophet's life (PBUH)

The concept of leadership was of great importance to the Prophet (PBUH), as evidenced by one of his teachings: **Each of you is a shepherd, and each responsible for his flock (Sunan Abu Dawood: 2928)**. Another of his teachings related to leadership states: **When three are on a journey, they should appoint one as a leader (Sunan Abu Dawood: 2608)**. These teachings highlight the fact that everyone is a leader in one way or another, and *everyone must be trained to lead and grow to become a good leader.*

The Prophet's (PBUH) qualities and behaviors establish him as an extraordinary leader in history. His leadership transcends boundaries, with recognition extending beyond the Muslim community. Notably, Michael Hart, a renowned author on leadership, acclaimed Prophet Muhammad (PBUH)

as the top-ranked leader in his publication "The 100: A Ranking of The Most Influential Persons In History" (2000).

The Prophet (PBUH) possessed numerous universal qualities that contributed to his remarkable leadership. These qualities include integrity, humility, compassion, empathy, credibility, courage, competence, vision, justice, servant leadership, decisiveness, wisdom, resilience, self-reliance, effective communication skills, ethical conduct, influencing capabilities, self-awareness, and strategic leadership, among others. His leadership skills surpassed those discussed in this chapter, as he was divinely guided and exhibited exceptional qualities beyond human capabilities. His life exemplified transparency, minimalism, and accessibility, showcasing his wisdom and intelligence. In essence, every individual today, particularly leaders, can derive valuable lessons from his life.

Moreover, the life of the Prophet (PBUH) abounds with profound leadership lessons. Exploring the Prophet's biography (*Seerah*) from a leadership perspective will further enrich your understanding of leadership principles.

Now that you have gained insights into leadership, it is highly recommended to delve into the Life of the Prophet (*Seerah*), examining it through the lens of leadership. By doing so, you can uncover invaluable wisdom and guidance that can enhance your own leadership journey.

Dilemmas – Questions – Challenges

Leaders are born not made!

Just experience will make me a leader. I don't need any specific effort!

You may often hear these statements and believe that leaders are only born with innate abilities. However, this notion is false. While it is true that some people possess natural leadership qualities, many leaders are made. They train themselves or are trained by someone to become leaders. It is essential that everyone tries to acquire leadership skills as much as possible, regardless of whether they believe they are already a leader or not. Leadership skills are important for success in life, no matter what one does.

I am not a leader. why do I need Leadership skills?

I will build leadership skills after I get some leadership role!

You may think, "I am not a leader. Why do I need leadership skills?" However, as you learned in this chapter, everyone should possess some level of leadership skills to achieve success, even in simple things like leading oneself, family, or team. Note that even to successfully work under a leader, you should possess an understanding of leadership. You need to develop certain leadership skills for someone to give you a leadership role. You cannot learn all skills after you become a leader.

At what age should we start building leadership skills?

There is no age to start building leadership skills. Humans are naturally absorbent right from childhood. Start as soon as you realize the importance of it. Even some pre-kindergarten schools work on nurturing skills like confidence, character building and teamwork, which are foundational leadership skills. So, you can start working on them as early as possible through various activities in school and outside. Also keep in mind that it is not one specific skill that

you can learn once and be done with it. Leadership needs continuous nurturing. As you learned in this lesson, true leaders are lifelong learners.

What are the different types of Leadership styles? What style of leadership did Prophet (PBUH) follow?

There are different types of leadership styles such as democratic leadership, transactional leadership, transformational leadership, servant leadership, and charismatic leadership. There is no one type that works in all situations. You need to understand different types and apply the right one that works in each context. For instance, the Prophet (PBUH) was a servant-leader in normal life, and he was a commander at times of war. So, develop a deep understanding of each type so that you can choose the most suitable one for each context. Primarily, the combination of multiple styles is a common practice.

It is not intended for young readers - there is no need to go deeper into this topic.

Is Islamic Leadership different from modern-day leadership? If yes, how does it differ?

Islamic leadership principles do not differ much from modern-day leadership principles. Each principle is derived or an improved version of the historical principles. Islamic leadership is a much deeper subject that covers the broader humanity and includes life hereafter. Its primary focus is pleasing Allah and obeying His commands in leading people, organizations, or countries. The objective of this chapter is not to cover entire leadership. Instead, this chapter introduces the importance of various leadership qualities every person should possess. It provides fundamental information about each quality.

Modern-day leadership principles are not commandments or rigid rules to follow. Rather, they are fundamental guidelines for leaders to apply as needed with great flexibility. One of the qualities of a good leader is to be *adaptive and flexible* in applying any principle. The deeper you understand leadership, the more similarities you will find from various aspects.

The Prophet (PBUH) implemented Islamic leadership in the best possible manner. Historians call him one of the best leaders to have ever lived on earth. Many leadership scholars agree that his principles are still valid, applicable, and ideal for the broader good of humanity. Additionally, you can clearly see a lot of resemblance between today's principles and his principles.

I want to learn leadership from MBA, and I will wait until then!

An MBA is a formal education but not necessarily a training program. It definitely helps and allows you to learn and build leadership skills. However, it will not change you from zero to hero. It's important to cultivate skills from a young age, allowing personal traits and abilities to develop naturally over time. Building these skills earlier in life is typically easier than waiting until later. So, start today; why wait for an MBA?

I am overwhelmed with my tasks. How do I manage?

First, everyone must learn how to prioritize their tasks. There are many strategies provided by experts on this topic, some of which are explained in this chapter. There are also many more proven techniques that you can learn from additional resources and apply in your life.

Developing Leadership

VALIDATE YOUR UNDERSTANDING

Answer the following questions carefully to clarify your understanding.

1. List the events of the day where you demonstrated "leadership" using any of the qualities of leadership learned in this chapter.
2. List the situations where you could have been in a state of "leader" and done something, but you failed.
3. List skills needed to become a leader and define each in your own words.
4. List negative qualities that my hurt leadership and define them in your own words.

SELF-ASSESSMENT

Assess where you stand and follow the instructions in the chapter. Answer the following question to improve your awareness. If needed, use a rating between 1 to 5, where 1 being the weakest and 5 being the strongest.

1. Are you flexible enough when needed?
2. Do you feel superior to those who work for you or team members?
3. Do you ever allow your ego or bias to make decisions?
4. Do you feel like taking credit more than you deserve?
5. Do you feel bad giving credit to others when their contribution is limited?
6. Do you prioritize your tasks? Do you know which tasks to drop when you have to choose a few among many?
7. Are you working hard or smart? Rate yourself.
8. Are you proactive or reactive? If proactive, rate yourself.
9. Do you know what you want to achieve in the next few months and few years?
10. How do you handle challenges and setbacks in your personal and/or leadership life?
11. Do you communicate effectively with your team or people you interact with?
12. How do you balance the needs and goals of the team and/or your family?
13. How do you rate how you balance work and life?
14. Are you continuing to develop and improve your leadership skills?
15. Rate yourself between 1 to 5, where 1 being the weakest and 5 being the strongest, against each quality below:

#	PERSONAL QUALITY	RATING (1-5)
1	Character	
2	Competence	
3	Positive attitude	
4	Courage	
5	Prioritization	
6	Self-discipline	
7	Vision	
8	Communication Skills	
9	Growth Mindset	
10	Serving mindset	
11	Mentoring & Coaching	

12	Resilience	
13	Problem-solving skills	
14	Humility	
15	Integrity	

16. Find your own strengths and weaknesses. To start, you can begin by answering some simple questions below. To assess better you can use online resources such as Gallup Strength Finder at - <https://www.gallup.com/cliftonstrengths>. Youth can use *CliftonStrengths for Students* at - <https://www.strengthsquest.com/home.aspx>.

1. What are your talents?
2. What are you passionate about?
3. What tasks or activities do you consistently perform well?
4. In what situations do you feel most confident and capable?
5. What feedback have you received from others that you believe to be accurate?
6. What skills or knowledge do you possess that others often come to you for help with?
7. In what areas do you often struggle or feel less confident?
8. Are there any patterns in your successes or failures?
9. Are there any specific areas where you want to improve?
10. What resources do you need to help improve your weaknesses?
11. What are the steps you can take to turn your weaknesses into strengths?
12. How can you leverage your strengths to achieve your goals?

Action Items

Based on your self-assessment responses, research and create a plan to improve the areas you would like to work on. There are many resources available, such as self-help books, online courses, and YouTube videos by authentic sources.

1. Build prioritization skills by asking yourself the following questions to identify which tasks to prioritize so you can work smarter instead of harder:
 - a. Where do I need to work smarter instead of harder?
 - b. Can I have it all? It's mostly not possible, so what can I give up or change to not try for everything?
 - c. What do I need to change to become the best, not just good?
 - d. How can I be more proactive than reactive?
 - e. How can I manage urgent but unimportant tasks?
 - f. Practice creating a matrix of your urgent/important tasks and take actions as suggested by the Eisenhower principle. A sample matrix was shown earlier.
2. Pick two people with whom you can intentionally build your influence. They could be family members, friends, classmates, colleagues, or anyone you think you can work with.
3. List a couple of situations in which you want to demonstrate your leadership skills starting tomorrow.
4. Practice networking. Networking with your team and others is an important skill for leaders to learn, as it allows you to learn from and utilize external resources in achieving your mission. Form alliances and convince people to work towards achieving your mission.

5. Work on effective communication skills. Develop a plan to improve your communication skills, as it is a continuous process. Always work on improving and taking yourself to the next level.
6. Develop the habit of asking insightful questions through critical questioning. Listen to the speaker with utmost attention and try to understand before coming to any conclusions. This will help you ask the right questions.
7. Start working towards building a positive attitude. Closely inspect your thoughts and filter out any negative thoughts. Practice looking at things with a positive mindset.
8. Celebrate small wins and take breaks to relax and re-energize to keep yourself motivated.
9. Avoid blaming and criticizing others. Instead, create a sense of learning from failures.
10. Learn to control anger and other negative feelings that arise from failures and criticism.
11. Research and learn more about various prioritization techniques and apply them in real-life situations.
12. Focus on one thing at a time. It is better to do one thing right than trying to do multiple things and not achieving excellence.
13. Define your personal leadership vision and learn more from other resources if needed.

Youth specific action items:

Review the following list and select the activities that are appropriate for you:

1. Start or join a club or team at school and take on a leadership role as early as possible.
2. Organize a charity event or community service project through your school or community center.
3. Participate in elections or nominate yourself for a leadership position in student government.
4. Participate in any clubs, courses, training programs, or workshops on leadership.
5. Take on a mentorship role and guide a younger student.
6. Start a school-wide initiative or campaign on an issue you are passionate about.
7. Participate in a debate or public speaking competition.
8. Participate in a youth leadership program or summer camp.
9. Organize a team-building activity with the help of a teacher or parents.
10. Volunteer to lead or assist in a school or community event.
11. Attending a leadership conference or seminar to learn from experienced leaders in various fields.
12. Start a small business or entrepreneurial venture and learn about leadership through hands-on experience.
13. Take a course or class on leadership and management, such as at a local college or university.
14. Join a youth-led organization, such as a youth advisory council or youth parliament, and take on a leadership role within it.
15. Attend a leadership retreat or workshop where you can develop your leadership skills and network with other young leaders.
16. Join a mentorship program where you can learn from a successful business leader or community leader.
17. Tutor other students in whatever subject or topic you can.

Language of Leaders

Leadership is heavily dependent on your personal qualities, and to develop and practice those qualities, you must adopt certain language. Here are some sample phrases that will help develop the language of leaders. You can add more to your list as you grow.

PHRASE	HOW IT HELPS
Let's set some goals.	Shows that the leader is focused on achieving results and is willing to work towards specific objectives.
What are the next steps?	Keeps the team focused on moving forward and achieving goals.
Let's celebrate our success.	Shows that the leader recognizes and values the hard work and accomplishments of the team.
Let's be proactive.	Encourages the team to take initiative and to anticipate and plan for potential challenges.
Let's think outside the box.	Encourages creativity and innovation and shows that the leader is open to new ideas and perspectives.
Let's focus on the customer.	Emphasizes the importance of meeting the needs and expectations of customers and clients.
Let's stay on track.	Reminds the team to stay focused on the task at hand and to stay aligned with the goals and objectives.
Let's collaborate.	Encourages teamwork and cooperation.
What do you think?	Encourages open communication and shows that the leader values input from others.
We can do better.	Sets a high standard and shows that the leader is committed to improvement.
I trust you.	Shows confidence in others and helps to build trust within the team.
I apologize.	Shows humility and accountability and is important for maintaining positive relationships.
What can we learn from this?	Encourages reflection and growth and helps to turn setbacks into opportunities for improvement.
What are our options?	Shows that the leader is open

For Youth:

PHRASE	HOW IT HELPS
Let's work together.	Emphasizes the importance of teamwork and cooperation in achieving goals.
What are your thoughts?	Encourages open communication and shows that the leader values input from others.
Let's plan ahead.	Encourages proactive thinking and planning and helps to anticipate and avoid potential challenges.
What are our options?	Shows that the leader is open-minded and willing to consider different perspectives.
Let's learn from our mistakes.	Encourages reflection and growth and helps to turn setbacks into opportunities for improvement.
Let's take responsibility.	Shows that the leader is accountable and willing to take ownership of their actions.
I believe in you.	Shows confidence in others and helps to build trust and motivation.
Let's set some goals.	Shows that the leader is focused on achieving results and is willing to work towards specific objectives.
Let's take charge.	Encourages youth leader to take initiative and to be decisive in making decisions.
Let's be positive.	Encourages a positive attitude and a can-do spirit.
Let's be creative.	Encourages youth leaders to think outside the box and to come up with new and innovative ideas.
Let's be respectful.	Emphasizes the importance of treating others with respect and being considerate of different perspectives.
Let's be patient.	Encourages youth leaders to be patient and to take the time to understand and appreciate the perspectives of others.
Let's be resilient.	Encourages youth leaders to be resilient and to bounce back from challenges and setbacks.

HABITS FOR LEADERSHIP

Our habits are forever intertwined with our beliefs and qualities. Identify habits that can help you strengthen your leadership qualities. Set your goals and apply them. Use the following template to build habits that can help you achieve your goals.

GOAL:
Situation/Context: When this happens or when I face this situation
Example: I am confused with too many tasks on my plate.
Usual Action: My usual response (the one I need to fix)
Example: I get stressed and ended up dropping some necessary tasks, which is hurting my overall performance
New Action: But I will do the following and build a new habit
Example: I will relax and manage my stress. Use one of the prioritization techniques and prioritize my tasks.

JOURNALING IDEAS

Take some time to journal about the following topics, focusing on leadership qualities and your experiences related to them:

1. Reflect on your feelings towards one leadership quality each day:
 - Choose a different leadership quality to explore and reflect on each day.
 - Write about your thoughts, emotions, and perceptions associated with that particular leadership quality.
 - Consider how you personally define and understand that quality, and its significance in leadership roles.
2. Recall specific situations in which you could have practiced leadership but did not:
 - Reflect on moments where you had the opportunity to demonstrate leadership but did not seize it.
 - Describe these situations and delve into the reasons behind your decision.
 - Explore any challenges, fears, or uncertainties that may have hindered your ability to step into a leadership role.
3. Write about situations or actions when a leadership quality helped you progress towards your goal:
 - Share examples of how a specific leadership quality has positively influenced your journey towards a goal.
 - Describe the role that the identified leadership quality played in motivating, guiding, or inspiring you.
 - Reflect on the impact of embodying that leadership quality and the outcomes it helped you achieve.
4. Write about at least one event in which you demonstrated a leadership quality:
 - Recall an event or experience where you showcased a leadership quality.

- Describe the situation, the specific leadership quality displayed, and the impact it had on others or the outcome.
- Reflect on the lessons learned from that event and how it has shaped your understanding of leadership.

PROGRESS TRACKING

Tracking your progress is crucial for personal growth and development. By summarizing your learnings, setting milestones, and celebrating achievements, you can stay focused, motivated, and achieve valuable outcomes in your journey. To effectively track your progress and achieve valuable outcomes, follow these steps:

1. Summarize the key learnings from this lesson and write them down. This will help you consolidate and retain the knowledge you have gained.
2. Create a comprehensive plan that includes break points and milestones along your learning journey. These checkpoints will allow you to evaluate your progress thoroughly and identify areas for improvement. Set specific goals for each milestone to measure your advancement effectively.
3. Celebrate your achievements in a reasonable and meaningful way. Recognize and reward yourself for the milestones you have reached. This can serve as motivation to continue progressing and maintain a positive attitude towards your learning journey.

GROUP LEARNING

Please refer to the group learning guidelines outlined in the *Roundtable* section of the *Introduction* chapter.

FURTHER READING

To learn more about leadership, do the following:

1. Read the full context and interpretation of the Qur'anic verses mentioned in this chapter.
2. Investigate and study the lives of the Prophet's (PBUH) companions (Sahaba) and Islamic history, which highlight leadership qualities.
3. There are many online resources published by authentic sources. Read them frequently.
4. There are many Islamic leadership as well as contemporary leadership books. Read at least a few. See a partial list below.

RESOURCES – BOOKS & ONLINE:

1. Nezar Faris and Mohamad Abdalla. (2018). Leadership in Islam. Palgrave Macmillan. DOI 10.1007/978-3-319-66441-5
2. Mirza Yawar Baig. (2012). Leadership Lessons from the Life of Rasoolullah: Proven techniques of how to succeed in today's world.
3. Al-Azami, Nabeel. (2019). Muhammad (s): 11 Leadership Qualities that Changed the World
4. Adair, John. (2010). The Leadership of Muhammad. Kogan Page For youth
5. Monjur, M. (2015) Concept of Leadership and the Quality of a good Leader in Islam. *ResearchGate*.

6. Jamil, M. (2015). Islamic Perspective of Leadership: A Role Model for Today's CEOs. *Journal of Islamic Thought and Civilization*.
7. Gallup. (2007). StrengthsFinder 2.0. Gallup.

Contemporary books for youth:

1. Covey, Sean. (2014). *The 7 Habits of Highly Effective Teens*. Simon & Schuster
2. Maxwell, John C. (2015). *Sometimes You Win--Sometimes You Learn for Teens*. Little, Brown Books for Young Readers
3. Skeen, Michelle et. all. (2016). *Communication Skills for Teens*. Instant Help.
4. Gallup. (2017). *Clifton Strengths for Students*. Gallup.

Indeed, Allah will not change the condition of a people until they change what is in themselves. (Quran 13:11)

"This book stands out from others on the same subject by offering practical steps that readers can easily apply to achieve their goals. Its actionable advice is highly beneficial and encourages readers to adopt new habits that can positively impact their lives. Overall, this book is a valuable resource for anyone seeking to improve themselves and achieve their desired outcomes." - Imam Jawad Ahmed, New Jersey

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Whether you're a student, professional, or anyone looking to improve their life, this book will help you develop a strong foundation of Islamic values to guide your actions and decisions. It covers topics ranging from faith, trust, and love for Allah to leadership. Each chapter offers practical tips, exercises, and reflection prompts for integrating these values into your daily routine. This book will empower you with the knowledge and tools to live a successful, fulfilling life guided by the timeless teachings of Islam.

Adam Salaam is a life coach, freelance writer, and information technology consultant who is passionate about exploring the values of Islam. As a student of the Quran, he is devoted to understanding and implementing the teachings of Islam in his own life, and he is committed to helping others achieve success and fulfillment through the timeless wisdom of Islam.

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