

# The 7-Habits of Highly Effective People

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Source: Signature Programme on the 7 Habits of Highly Effective People



# Recap-The Foundation

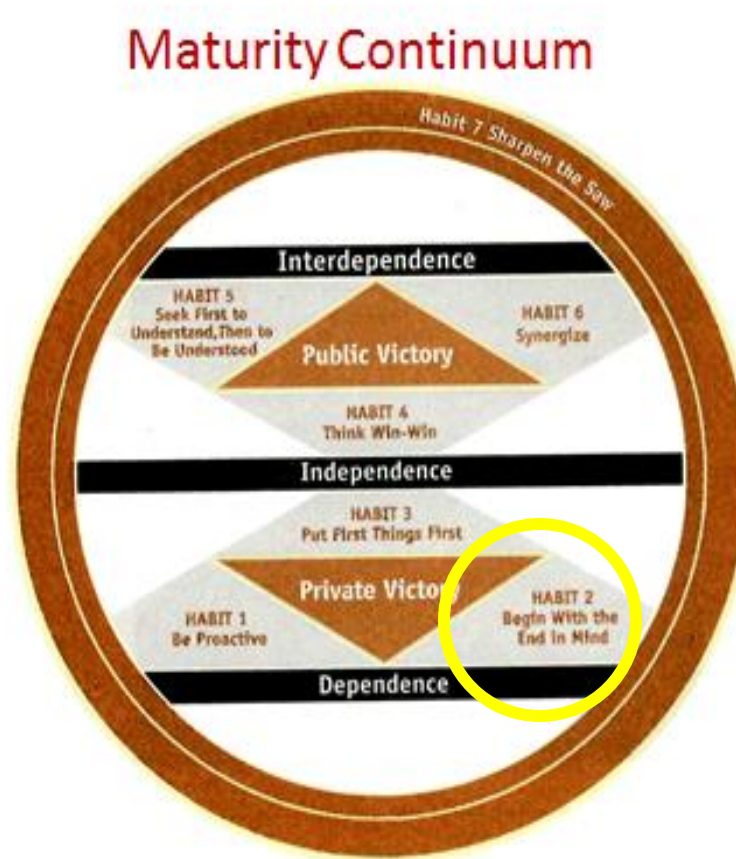
- The Idea-Destiny link  
(an idea can change your life/destiny)
- Character: Root of Effectiveness  
(nurture the inner core)
- Maturity Continuum  
(dependency-independence-interdependence)
- Principles-Paradigm-Behaviour-Results link (habit cycle)
- Effect of Conditioning ( understand limitations)
- Effectiveness (high quality )
- P/PC Balance (sustainability)

Source: Signature programme on the 7 Habits of Highly Effective People



# Habit-1: Be Proactive

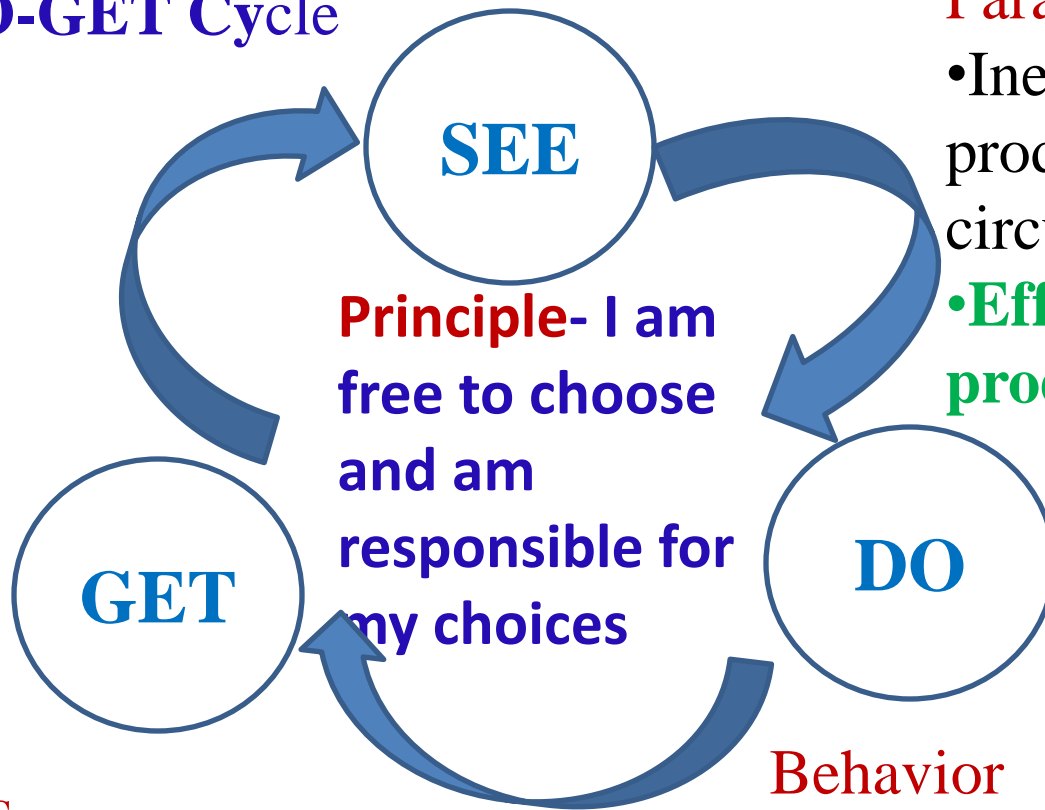
## The Habit of Choice



Source: Signature Programme on the 7 Habits of Highly Effective People



## SEE-DO-GET Cycle



## Paradigm-

- Ineffective: I am a product of my circumstances
- **Effective: I am a product of my choices**

## Results

- More self-awareness
- Greater initiative
- Increased influence
- Becoming the creative force of your life

## Behavior

- Pause and respond based on principles
- Use proactive language
- Expand your circle of influence
- Become a transition person



# Proactivity

- Responsible- response-able, is fundamental to effectiveness and for all other habits





**Self-Awareness**

**Imagination**

**Conscience**

**Independent will**

Source: Signature Programme on the 7 Habits of Highly Effective People



# Discover Yourself

– Self-awareness (Self-search)

**“The unexamined life is not worth living”**

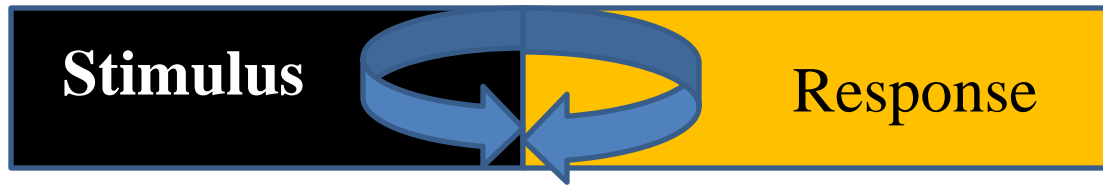
**Socrates**



# 1. Pause and Response

## Reactive People

Allow outside influences (moods, feelings, circumstances)



## Proactive People

Pause to allow themselves the freedom to choose their response based on principles and desired results

Freedom to choose expands as they wisely use the space between stimulus and response (OUTSIDER VIEW)







# How to practice pause and response ?

Count 1 to 10

Think of a pleasant experience

The mind can hold only one type of thought at a time-  
positive or negative. One can be replaced with the other

Source: Signature Programme on the 7 Habits of Highly Effective People



## 2. Use Proactive Language

	Reactive Language
	There is nothing we can do
	That's just the way I am
	He makes me so mad
	They won't allow that
	I have to do that
	I can't
	I must
	If only



# Use Proactive Language

Proactive Language	Reactive Language
Let us look at our alternatives	There is nothing we can do
I can chose a different approach	That's just the way I am
I control my own feelings	He makes me so mad
I can convince them	They won't allow that
I can do that, I will chose an appropriate response	I have to do that
I chose	I can't
I prefer	I must
I will	If only



# How to practice proactive language ?

**Language is an expression of the intention**

Observe your language and make self correction

Choose a partner and ask him/her to observe the language you use and point out reactive language

Source: Signature Programme on the 7 Habits of Highly Effective People



# 3. Expand your Circle of Influence

- Circle of Influence includes those things you can affect directly
- Circle of Concern includes all those things you care about but have no control over them.



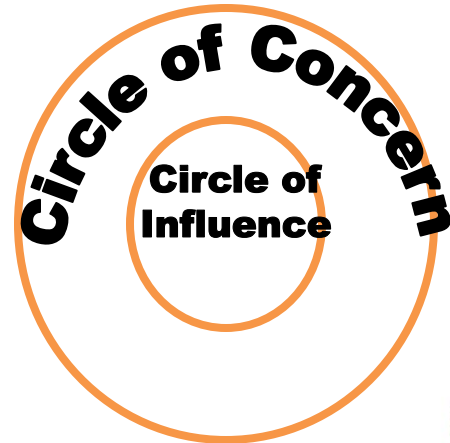
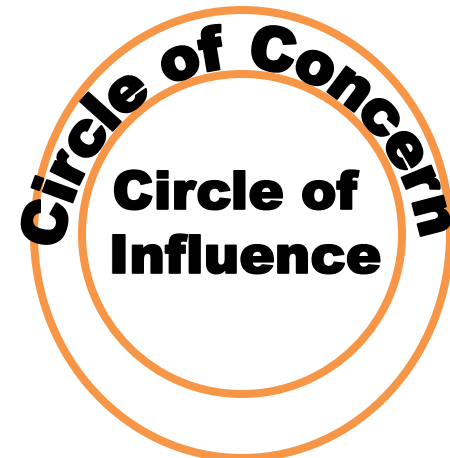
# 3. Expand your Circle of Influence

## Proactive Focus

When people focus on things they can influence, they expand their knowledge and experience, and they build trustworthiness. As a result, their Circle of Influence grows.

## Reactive Focus

When people focus on things they can not control, they have less time and energy to spend on things they can influence. Consequently, their Circle of Influence shrinks.



# Circle of Influence vs Circle of Concern

- Departmental budget cuts
- My past mistakes
- My choices
- My upbringing
- Job security
- Delayed trains
- Living 7 habits
- My happiness
- Weaknesses of other people
- How others treat me

Source: Signature Programme on the 7 Habits of Highly Effective People





1. Identify a challenging situation at work- one that frustrates you and for which you have some responsibility
2. Identify areas of concern
3. Identify areas you can influence
4. What actions will you take this week in your circle of influence?



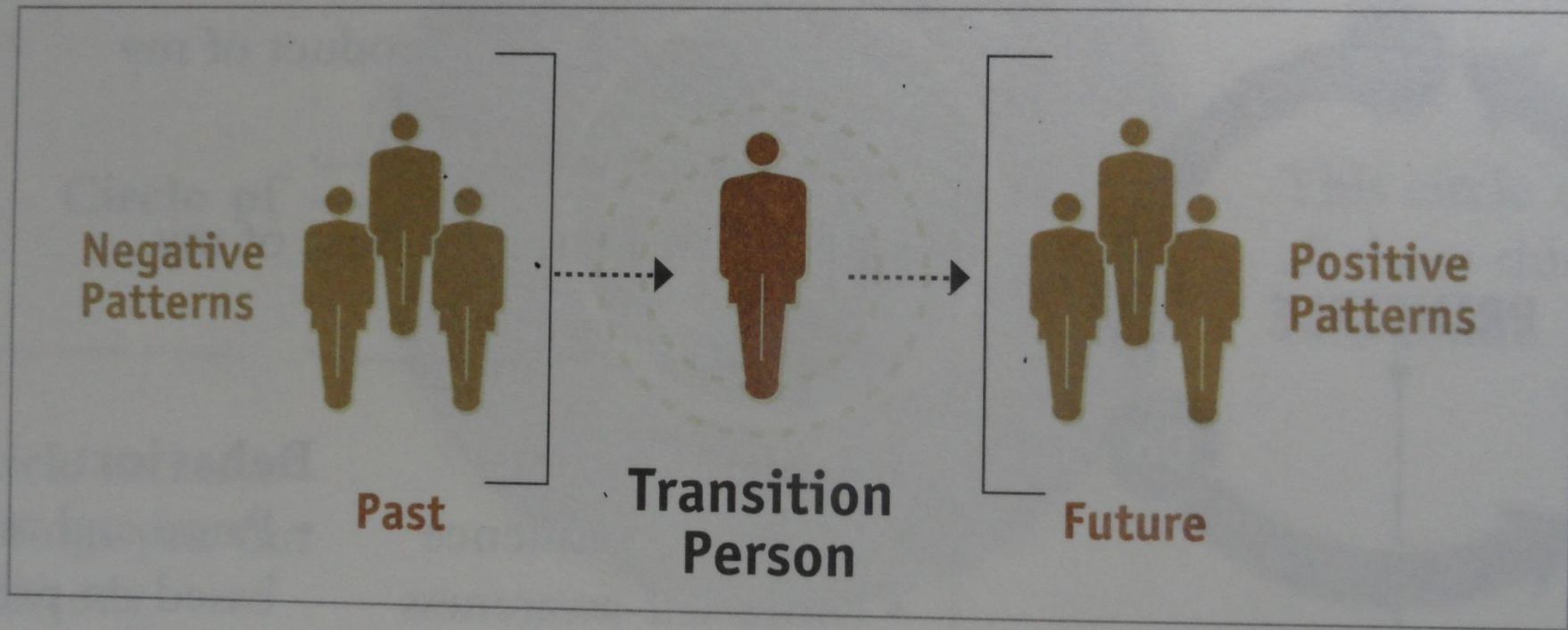
# Transition person

- One who breaks unhealthy, harmful, abusive or unfortunate learned behaviours and replaces them with proactive, helpful, effective behaviours.
- This person models positive behaviour and passes on effective habits that strengthen and build others in positive ways.

Source: Signature Programme on the 7 Habits of Highly Effective People



transition person breaks unhealthy, harmful, abusive, or unfortunate learned behaviors and replaces them with proactive, helpful, effective behaviors. This person models positive behavior and passes on effective habits that strengthen and build others in positive ways.



Who has been a transition person for you personally?

Source: Signature Programme on the 7 Habits of Highly Effective People

# Become a Transition Person

1. Who has been a transition person for you personally?
2. What effect/influence did this person have on you?
3. Identify a specific situation in which you could become a transition person. Consider your Circle of Influence at work, at home, in the community.

Source: Signature Programme on the 7 Habits of Highly Effective People



# Case of a Transition Person

- Margaret Rawson- young Librarian & teacher at Rose Valley School, Pennsylvania
- Found a boy sit day after day in the library
- Teacher told he is bright but does not put efforts
- She spent time with him and found “he could not read”
- Consulter Dr. Samuel T.Orton
- Condition still un-named then

Source: Signature Programme on the 7 Habits of Highly Effective People



# Become a Transition Person

- She tried phonetics, games, vocal exercises
- Boy began reading slowly, then faster and faster
- Followed with other students, wrote landmark cases
- Condition was later named “Dyslexia”
- Established centres for teachers’ education and schools for children
- Her legacy-difference in the lives of countless who otherwise never would have enjoyed productive lives

Source: Signature Programme on the 7 Habits of Highly Effective People



To the world, you may be just one person;  
but to one person, you may be the world.

- Josephine Billings

Source: Signature Programme on the 7 Habits of Highly Effective People



People are always blaming their circumstances for what they are. I don't believe in circumstances.

**-George Bernard Shaw**

- **APJ Abdul Kalam could have succumbed to circumstances- he made a choice**
- **The daughter of a daily wage worker made a choice- came 2<sup>nd</sup> in CSE**





**THANKS  
FOR YOUR ATTENTION**

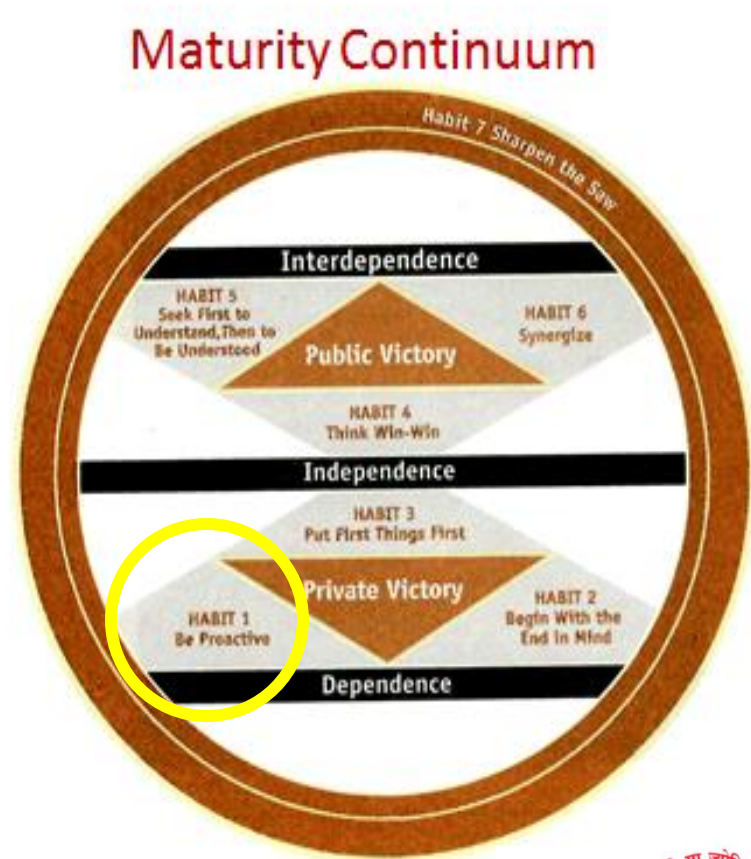


# Habit-1: Be Proactive

## The Habit of Choice

When we can no longer change a situation, we are challenged to change ourselves.

-Victor Frankl



Source: Signature Programme on the 7 Habits of Highly Effective People



# Habit-1: Be Proactive

## The Habit of Choice

I know of no more encouraging fact  
Than the unquestionable ability of man  
To elevate his life by conscious endeavor

Henry David Thoreau



# Discover Yourself

- **Human Endowments**

- Self-awareness (Self-search)

- “The unexamined life is not worth living”

Socrates

- Imagination (Imagine.....)

- “The next time your mind wanders, follow it around for a while”

Jessica Masterson

- Conscience (Atma saakshi.....)

- “Down deep in every human heart is a hidden longing, impulse, and ambition to do something fine and enduring”

Grenville Kleiser

- Independent will (Ishtam.....)

- “Kashtapadi chadavoddu, Ishtapadi chadavandi”

BV



iram

# Habit-1: Be Proactive

## The Habit of Choice

- Can you look at yourself as someone else?
- Think about the mood and identify the feeling?
- How is your mind working? Torn between the mental exercise and the result expected?

This is human endowment, animals cannot do it.

Are we our moods? Our feelings? Our thoughts?

We are different from the above



# Habit-1: Be Proactive

## The Habit of Choice

- That is self awareness- enables us to see our self-paradigm- the most fundamental paradigm of effectiveness. It affects our attitudes, behavior and how we see others- your basic map
- Without this we will be unable to understand how others see and feel about themselves and their world
- Unaware, we project our intentions on them as reality. This limits our personal potential and ability to relate to others



# Habit-1: Be Proactive

## The Habit of Choice

- The social mirror- man darpan kehala ye, song?
- Three social maps- theories of determinism
  - Genetic- your grandparents did it to you- DNA
  - Psychic- your parents did it to you- upbringing- childhood experiences
  - Environmental- your boss/spouse, neighbors are doing it to you

These maps are based on stimulus-response theory of Pavlov



# Habit-1: Be Proactive

## The Habit of Choice

- How accurately do these responses reflect the true nature of human being? Can they be validated?
- Victor Frankl- determinist, psychiatrist, Jew whose entire family except sister perished in the concentration camps. Himself was in the camp.
- He found that Nazis were at *liberty* to do anything but *he could still decide within himself how all of this is going to affect him- his freedom to choose a response*





# Habit-1: Be Proactive

## The Habit of Choice

- He imagined to be teaching lessons he learnt while undergoing torture
- Exercised his mental, emotional and moral disciplines and his *freedom* grew larger than the Nazis
- He became inspirational to the fellow mates and even to the Nazi guards- helped find meaning in the suffering and dignity in their prison existence
- He was saved and wrote, “Man’s search for meaning”
- He propounded that *between stimulus and response, man has the freedom to choose*



There are only two ways to live your life.  
One is as though nothing is a miracle.  
The other is as though everything is a miracle.

-Albert Einstein

Source: Signature Programme on the 7 Habits of Highly Effective People



Never doubt that a small group of thoughtful citizens can change the world. Indeed, it is the only thing that ever has.

- Margaret Mead



# Proactivity thirty day test

- Do not have to go through what Frankl had been through
  - Work only in the circle of influence
  - Make small commitments and keep them
  - Be a light not a judge
  - Be a model not a critic
  - Be part of the solution , not part of the problem



# Proactivity thirty day test

- Try it in your marriage, family, job
- Do not argue for others' weaknesses-show compassion
- Do not argue for your own
- When you make a mistake, admit it, correct it and learn from it-immediately



# Proactivity thirty day test

- Responsible- response-able, is fundamental to effectiveness and for all other habits
- Samuel Johnson observed: ‘ the fountain of content must spring up in the mind, and he who hath so little knowledge of human nature as to seek happiness by changing anything but his own disposition, will waste his life in fruitless efforts and multiply the grief he proposes to remove’.



# Proactivity – application suggestions

- Identify an experience where you could be reactive, make a commitment to exercise freedom next time
- Full day- listen to your language and those around you, observe and carefully use proactive language
- Select a problem- take first step in circle of influence to solve it
- Identify a person around you to whom you can become a transition person

