

# The 7-Habits of Highly Effective People

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# Habit-3: Put First Things First

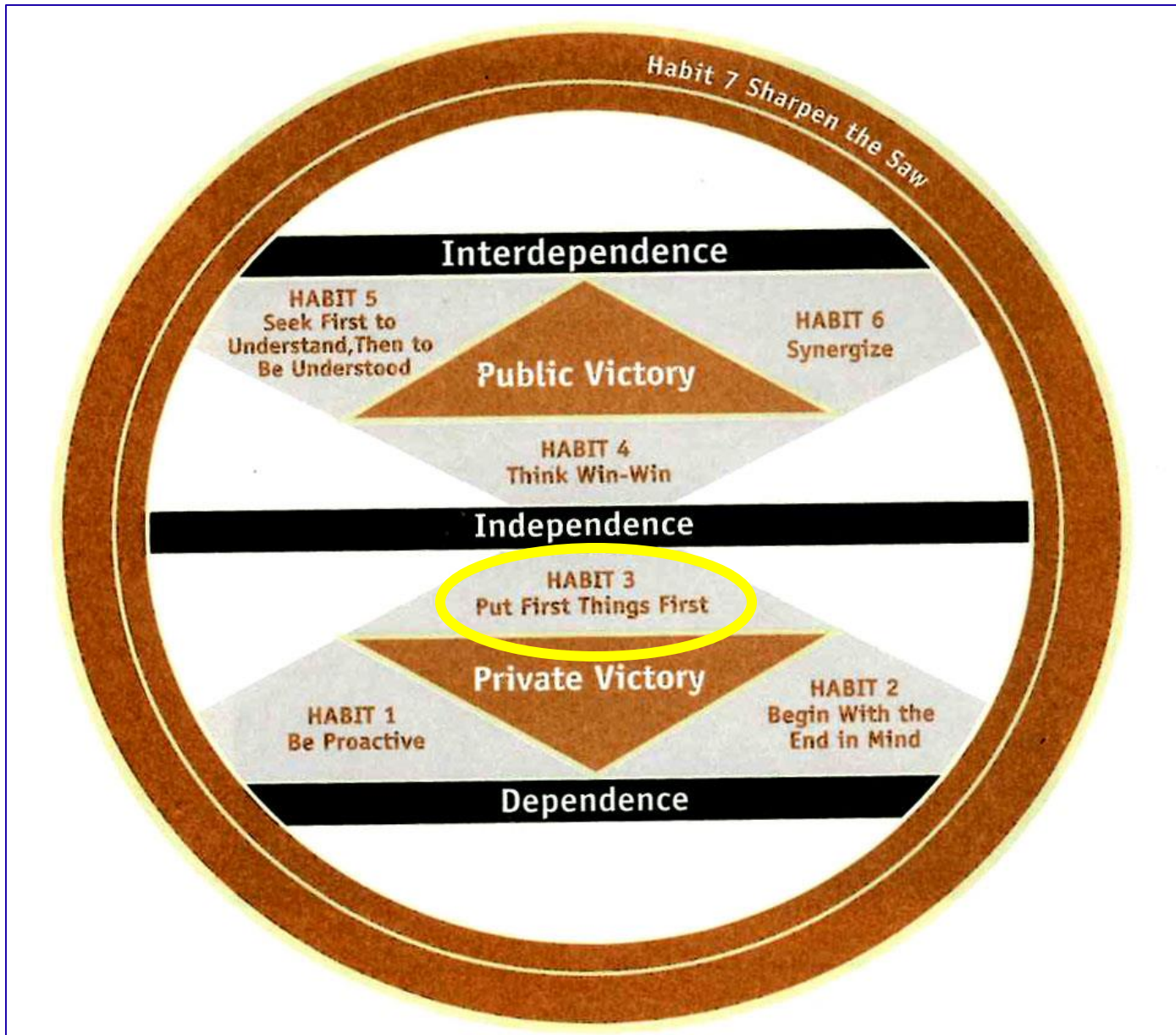
## The Habit of Integrity and Execution

Things which matter **most** must never be  
at the mercy of things which matter **least**.

- Johann Goethe



# Maturity Continuum



# Habit of Integrity and Execution



## Paradigm

Ineffective: I put  
urgent things first

**Effective: I put  
important things  
first**

## Result

- Increased organization and productivity
- Fewer Crises
- A reputation for follow-up
- More life balance and peace of mind

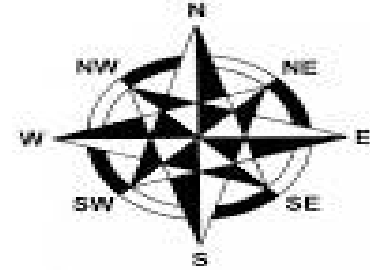
## Behavior

- focus on top priorities
- Eliminate unimportant
- Plan weekly
- Plan daily

# Habit of Integrity and Execution

## Compass

represents your Mission, direction, and values- what you feel matters most



## Clock

Represents your appointments, schedules, and activities- how you manage your time



| Compass          | Clock         |
|------------------|---------------|
| Effectiveness    | Efficiency    |
| Relationships    | Schedule      |
| Important Things | Urgent Things |



# HIE- Time Matrix

|               | Urgent | Not-Urgent |
|---------------|--------|------------|
| Important     | I      | II         |
| Not-Important | III    | IV         |

**Important-** Activities that represent your values, mission, and high-priority goals

**Urgent-** Activities that require immediate attention



# Habit of Integrity and Execution

I watched the Indy 500, and I was thinking that if they left early, they wouldn't have to go so fast.

- **Steven Wright**



# HIE- Eliminate the Unimportant

|               | Urgent   | Not-Urgent   |
|---------------|--|--|
| Important     | <ul style="list-style-type: none"><li>• Crises</li><li>• Pressing problems</li></ul> Deadline-driven projects, meetings, reports   | <ul style="list-style-type: none"><li>• Preparation</li><li>• Prevention</li><li>• Planning</li><li>• Relationship building</li><li>• Re-creation</li><li>• Values clarification</li></ul>           |
| Not-Important | <ul style="list-style-type: none"><li>• Needless interruptions</li><li>• Unnecessary reports</li><li>• Unimportant meetings, phone calls, mail</li><li>• other peoples' minor issues</li></ul> | <ul style="list-style-type: none"><li>• Trivia, busy work</li><li>• Irrelevant phone calls</li><li>• Time-wasters</li><li>• Escape activities</li><li>• Excessive TV, Internet, relaxation</li></ul> |





# Habit of Integrity and Execution

## Live North of the Middle line

1. What are the chronic Quadrant III activities in your work place?
2. How can you help reduce or eliminate these Quadrant III activities?



# Plan Weekly

## Tips to weekly planning

1. When? Before the week begins
2. Where? Some place quiet
3. How long? 20-30 minutes

## 3 Steps for weekly plan

1. Review mission and roles
2. Choose Big Rocks
3. Schedule the week



# Weekly Compass

Each week review your PMS and the roles that flow out of it. Roles represent key relationships and areas of responsibility

## When selecting your roles

- **Choose both personal and professional**
- **Choose no more than seven**
- **Recognize that some roles remain for life**
- **Be creative**



# 1. Review Mission and Roles

What is the most important thing I can do in this role this week?

1. Project Manager

2. Parent

3. Spouse

4. Friend

5. Soccer Coach

6. Musician

7. Teacher



## 2. Choose Big Rocks

### Big Rocks come from

- **Conscience**
- **Mission**
- **Goals**
- **Key projects**

### Big Rocks can be

- **Tasks**
- **Appointments**
- **Areas of focus**



## 2. Choose Big Rocks

| What is the most important thing I can do in this role this week? | Big Rock                       |
|---|--------------------------------|
| 1. Project Manager  | Draft Agenda for Meeting       |
| 2. Parent   | Attend Parent-Teacher meeting  |
| 3. Spouse   | Take spouse to dance programme |
| 4. Friend   | Greet on birthday              |
| 5. Soccer Coach   | Draft training schedule        |
| 6. Musician   | Prepare for audition           |
| 7. Teacher  | Prepare lesson plan            |



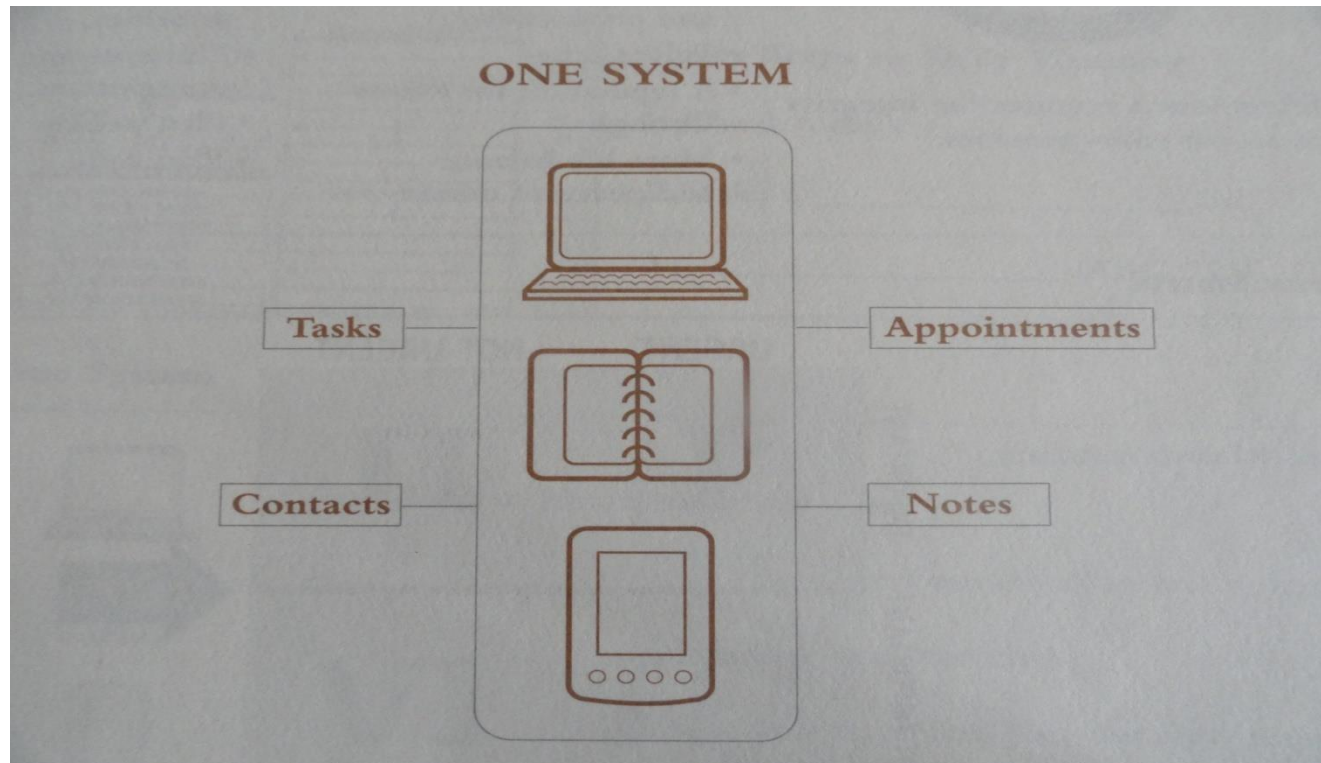
The nicest thing about not-planning is that failure comes as a complete surprise rather than being preceded by a period of worry and depression.

**- Sir John Harvey-Jones**



## 3. Schedule the Week

Regardless of which type of tool you use- software, paper, or handheld device- schedule the big rocks before you schedule anything else





# March

| Sun | Mon              | Tues          | Wed               | Thurs       | Fri               | Sat          |
|-----|------------------|---------------|-------------------|-------------|-------------------|--------------|
| 30  | 31               |               |                   |             |                   | 1            |
| 2   | 3<br>9 Team Mtg. | 4<br>4 budget | 5<br>8 Conf. call | 6<br>9 Todd | 7<br>12 Kim lunch | 8<br>10 Game |
|     | 5 Conf.          |               | 2 mtg.            | 7 date      |                   |              |
|     |                  |               |                   |             | 14                |              |

Appointment Schedule

8



# 6

Thursday  
March

S M T W T F S

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| 30 | 31 |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |

- ✓ Completed
- Forwarded
- × Deleted
- Ⓞ Delegated
- In Process

### ↓ ABC Prioritized Daily Task List

|   |                |
|---|----------------|
| ● | Draft schedule |
|   |                |
|   |                |
|   |                |
|   |                |
|   |                |
|   |                |
|   |                |
|   |                |
|   |                |

### Appointment Schedule

|    |  |
|----|--|
| 8  |  |
| 9  |  |
| 10 |  |
| 11 |  |
| 12 |  |
| 1  |  |
| 2  |  |
| 3  |  |
| 4  |  |
| 5  |  |



# Plan Daily

## Tips for Daily Planning

- When? Before the day begins
- Where? Some place quiet
- How long? 5-10 minutes

## 3 steps in daily planning

- Check today's appointments
- Make a realistic list
- Prioritize (A,B,C, 1,2,3)



## HEP have

- Consistent follow-through
- Putting first things first each week requires not only discipline but good planning tools

## Effective Planning system

- Integrated- all 4 core things- tasks, appointments, notes, contacts at one place
- Mobile- it's with you all the time
- Personalized- customized for your own needs



