

The 7-Habits of Highly Effective People

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



Habit-3: Put First Things First

The Habit of Integrity and Execution

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



Habit-3: Put First Things First

The Habit of Integrity and Execution

Preceding Habits

Habit of Choice

Habit of Vision

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



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

- Johann Goethe

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



Time Management VS Putting First Things First

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



Do not **do** what is brought to the Table
Decide what is to be brought on to the table

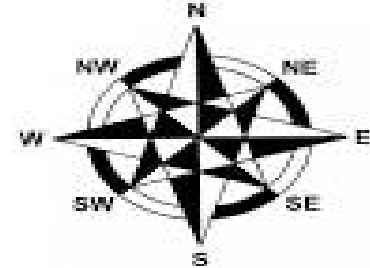
Source: Signature Programme on the 7 Habits of Highly Effective People



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

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



Habit-3: Put First Things First

The Habit of Integrity and Execution

- E.M. Gray's essay "The Common Denominator of Success"
- It is not hard work, good luck, astute human relations, **it is putting first things first**
- "The successful person has the habit of doing things failures don't like to do. They don't like doing them either necessarily. But their disliking is subordinated to the strength of their purpose".



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



HIE- Eliminate the Unimportant

	Urgent	Not-Urgent
Important		
Not-Important		<ul style="list-style-type: none">• Trivia, busy work• Irrelevant phone calls• Time-wasters• Escape activities• Excessive TV, Internet, relaxation

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



HIE- Eliminate the Unimportant

	Urgent	Not-Urgent
Important		
Not-Important	<ul style="list-style-type: none">• Needless interruptions• Unnecessary reports• Unimportant meetings, phone calls, mail• other peoples' minor issues	<ul style="list-style-type: none">• Trivia, busy work• Irrelevant phone calls• Time-wasters• Escape activities• Excessive TV, Internet, relaxation

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HIE- Eliminate the Unimportant

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

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HIE- Eliminate the Unimportant

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

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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?

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



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

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



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

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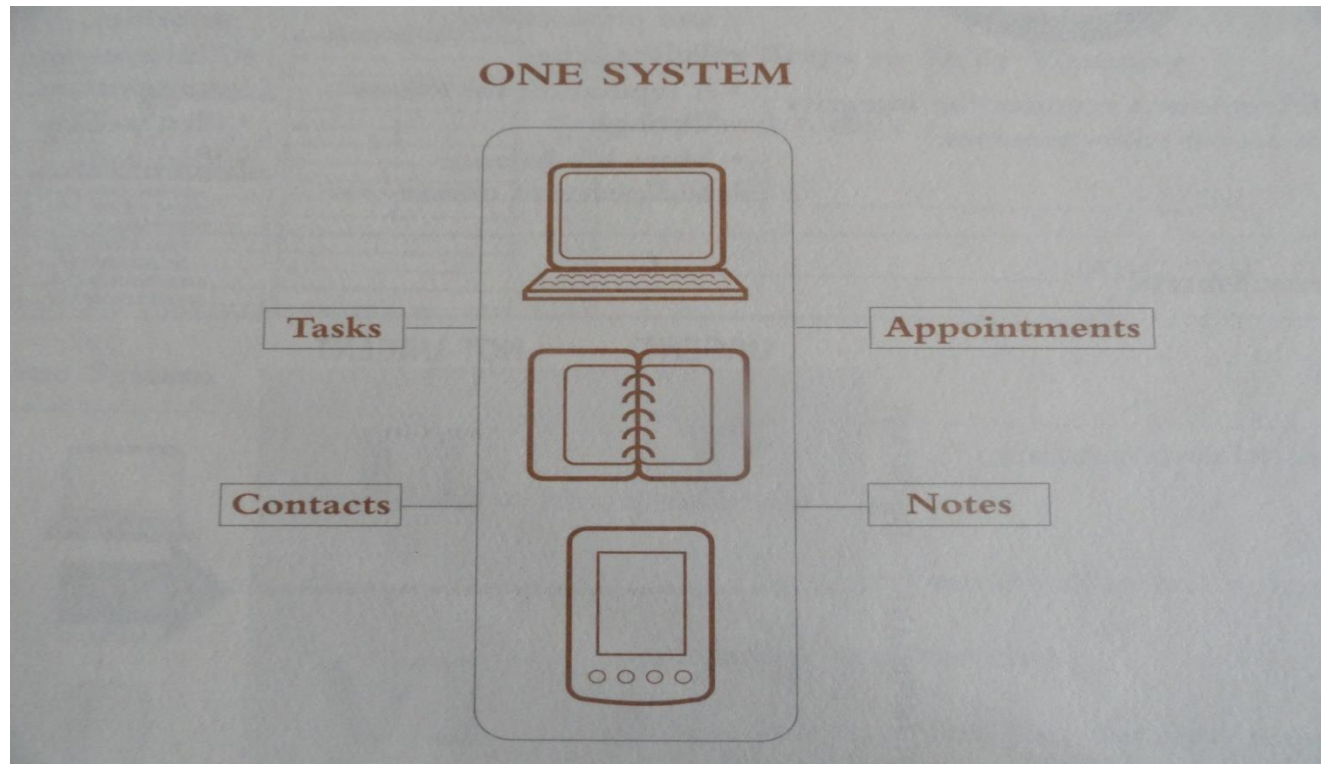
2. Choose Big Rocks

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



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



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



March

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

Appointment Schedule

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



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	

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



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)

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



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

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↓ ABC Prioritized Daily Task List

- A1 Daily planning
- A2 Draft schedule
- B1 Call administrator
- B2 Finalize report
- A3 Read journal
- B3 Call travel agent
- C1 Pick up cleaning

Appointment S

8	
9	Meeting with Todd
10	
11	
12	Lunch with Camille
1	
2	
3	Pricing Committee
4	
5	
6	
7	Date night
8	

Where? Somewhere quiet.
How long? 5-10 minutes.

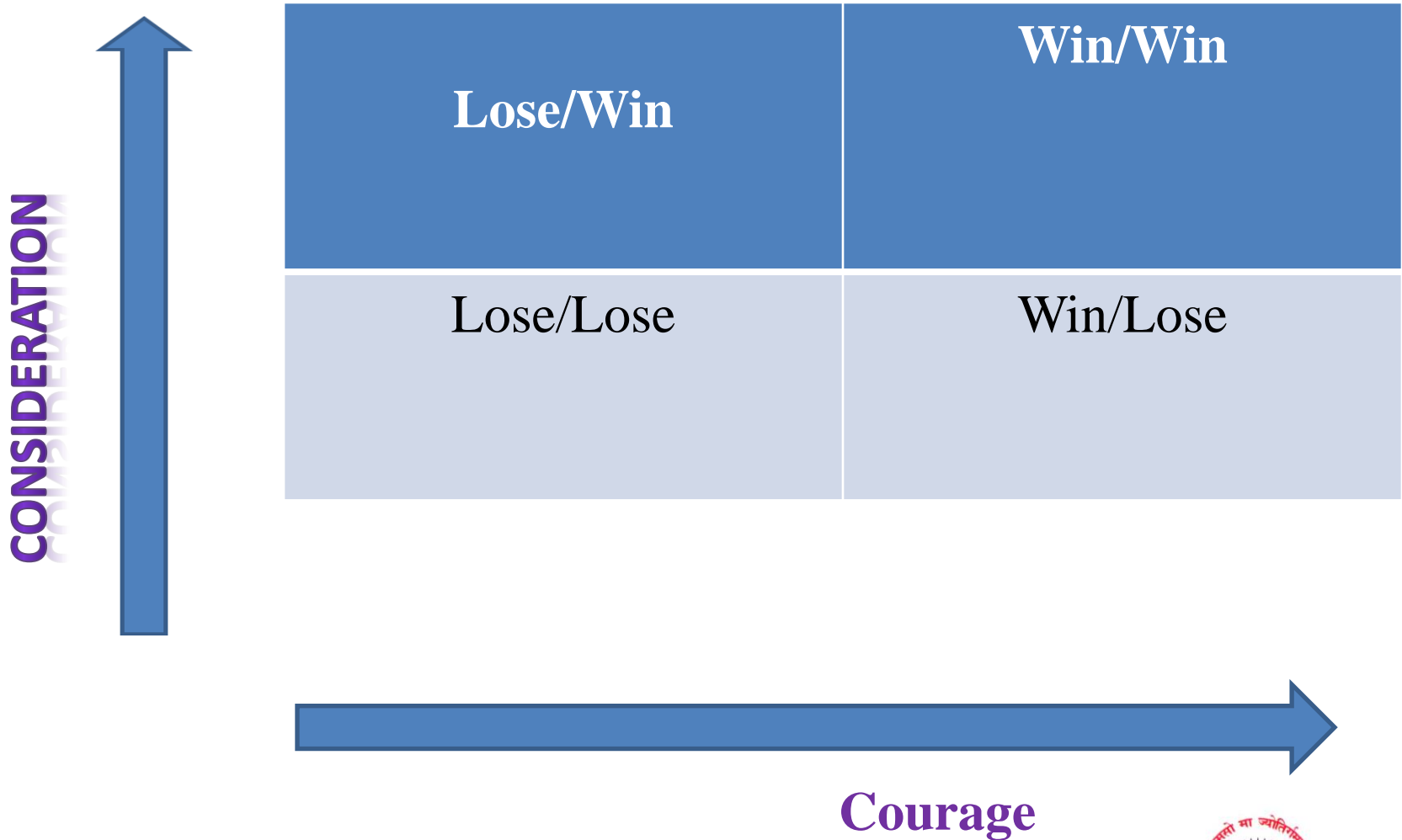


- **Professor story-**
- **jar,**
- **golf balls,**
- **pebbles,**
- **sand and**
- **Coffee- no matter how full your life may seem, there is always space for a cup of coffee with a friend**

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



Balance Courage and Consideration



Source; Signature Programme on 7 Habits of Highly Effective People



Example of Win-Win Agreements

Example of Parent-Child

Desired Results	<ul style="list-style-type: none">• Homework done each day, better grades• Stop nagging
Guidelines	<ul style="list-style-type: none">• Can't watch TV or play computer until homework is done• Remember no more than once a day to do homework
Resources	<ul style="list-style-type: none">• Parents, tutor, after-school programs
Accountability	<ul style="list-style-type: none">• Parent signs off on homework every day, checks online for grades
Consequences	<ul style="list-style-type: none">• Positive- feel better about self, dinner and movie with parents• Negative- If unsuccessful- summer school

Source; Signature Programme on 7 Habits of Highly Effective People



Build Win-Win Systems

Win-Win System	Win-Lose System
Grading on a standard in a class at school	Grading on a forced curve in a class at school
All sales people who achieve 110 % of their goal achieve President's Club	Top 5% of sales force achieve President's Club
Each child who achieves his or her GPA goal for the semester gets a night out with Mom	The child with the highest GPA each semester gets to choose where the family eats out
A performance management system based on both personal production and team contribution	A performance management system based only on personal production, not team-related issues

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THANKS FOR YOUR ATTENTION

