The 7-Habits of Highly Effective People

Sessions prepared by
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Part-1:
The Foundation

THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE

Infographics Edition

Over 30 million sold!

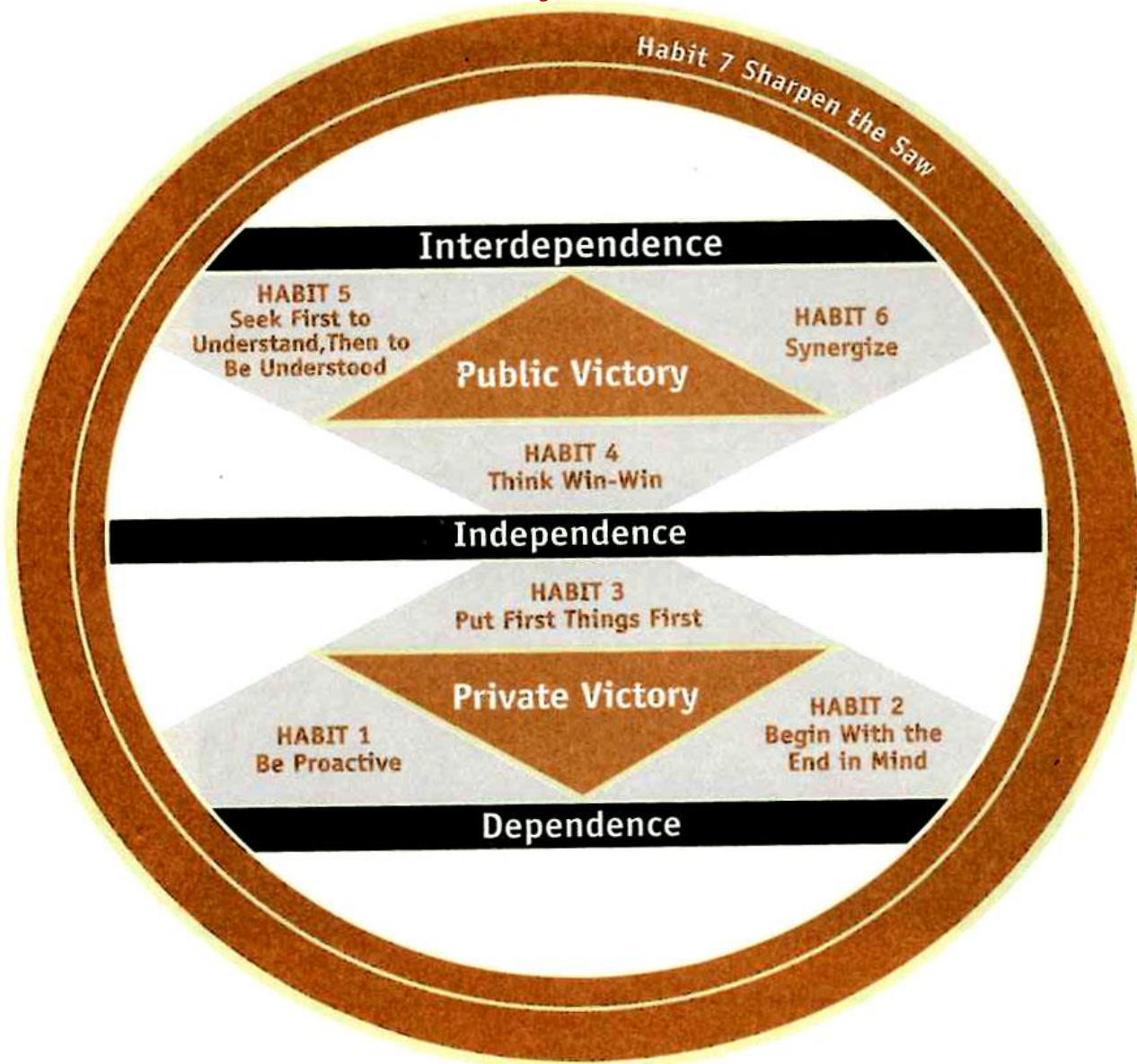## Stephen R. Covey

FranklinCovey.
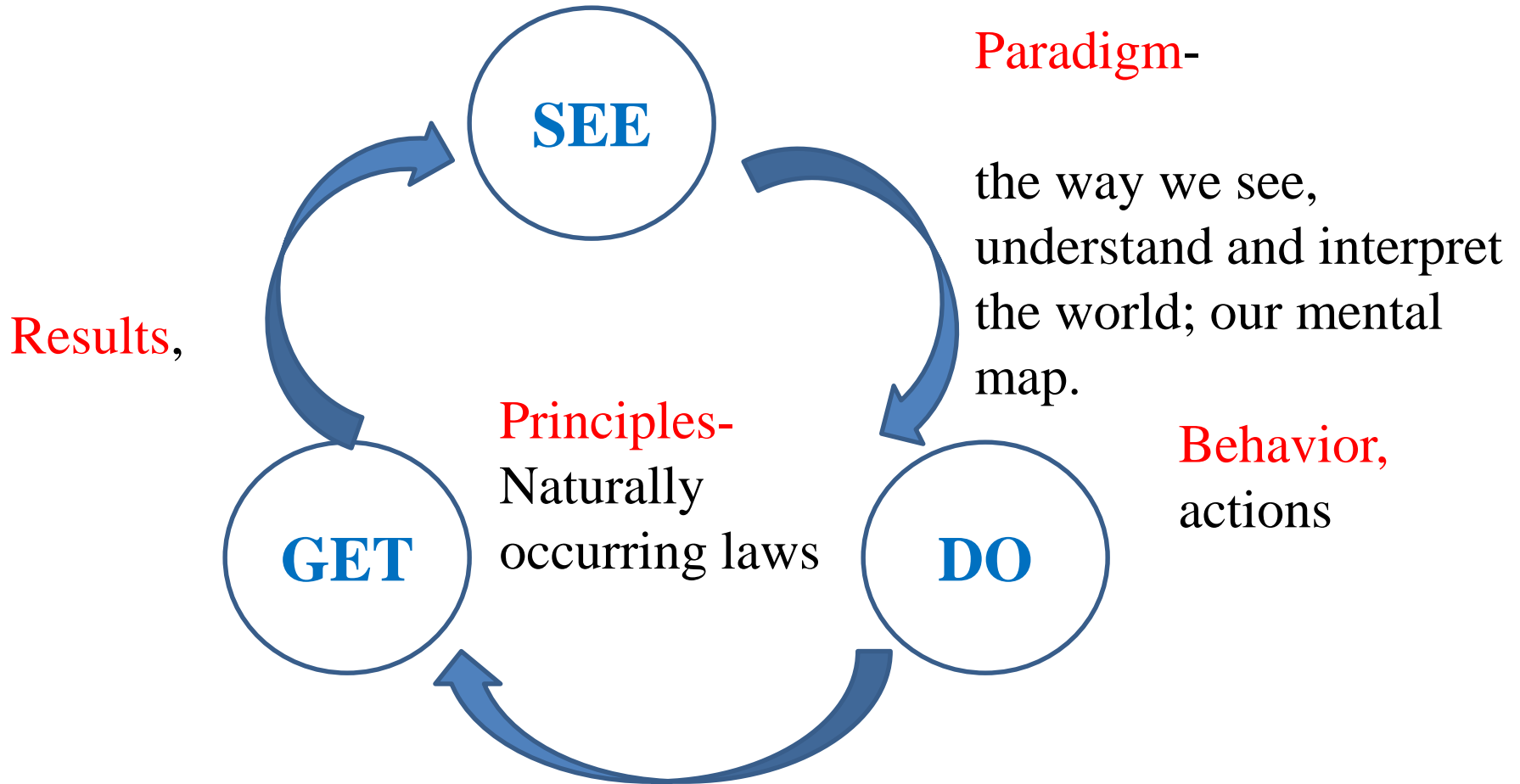
The 7 Habits of Highly Effective People

1. Be proactive
2. Begin with the end in mind
3. Put first things first
4. Think win-win
5. Seek first to understand, and then to be understood
6. Synergize
7. Sharpen the saw

Stephen Covey

Maturity Continuum

SEE

Paradigm-

the way we see, understand and interpret the world; our mental map.

DO

Behavior, actions

GET

Results,

Principles- Naturally occurring laws

Paradigm Shift

1. What was the event or circumstance?

_____

2. What did you learn that changed your paradigm?

_____

3. How did that Paradigm Shift affect your behavior?

_____

4. What results did you get?

_____

Effectiveness

- It is getting superb results today (production) in a way that allows us to get those results over and over again (production capability).

- PC- Maintaining, preserving and enhancing the resources (goose) that produces the desired results

- Production- The desired results (golden eggs)

- It is P/PC Balance

Your P/PC Balance

What results are you responsible for on your job?
How do the resources help you produce the desired results?
What are you and your organization doing to maintain these resources?

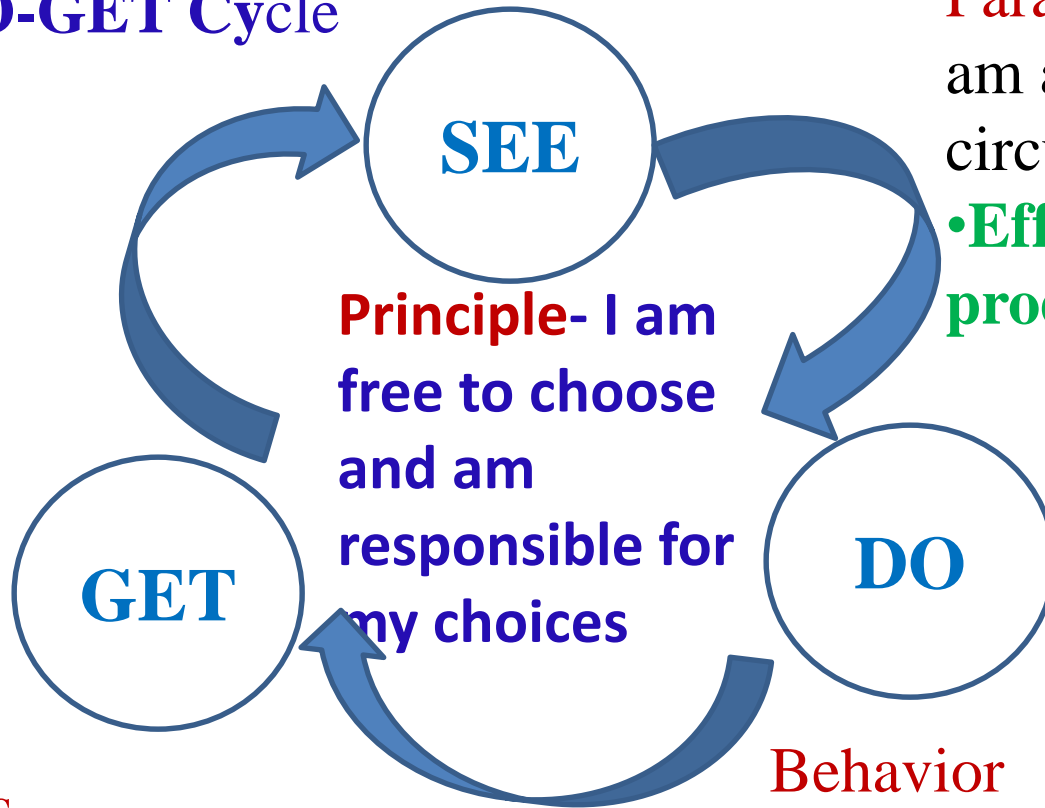How healthy is your P/PC balance at work?

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**

(SEE)

Principle- I am free to choose and am responsible for my choices

(GET)

(DO)

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

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

Self-Awareness

I am at my best when ------------

I am at my worst when ----------

What do I really love to do at work?
What do I really love to do in my personal life?

My natural talents and gifts are --------

1.Pause and Response

Stimulus ⟳ Response

Stimulus ◎ Response

Freedom to choose

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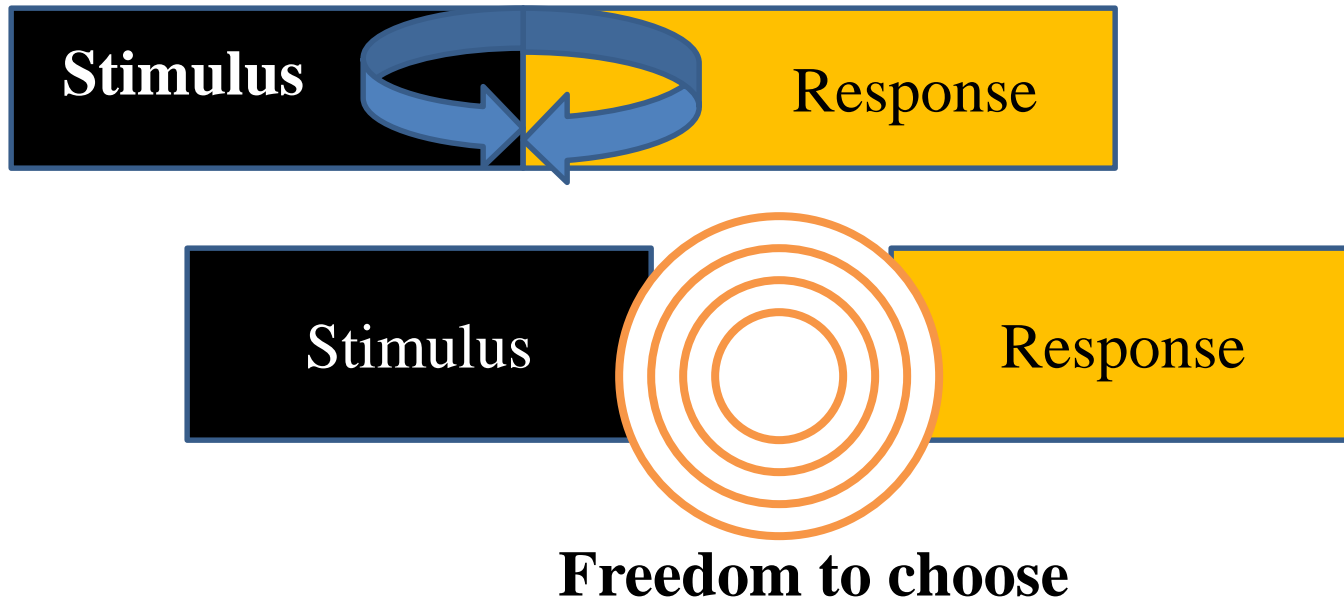
Source: Signature Programme on the 7 Habits of Highly Effective People

Use Proactive Language

Proactive Language	Reactive Language
Let us find alternatives	There is nothing we can do
I can be different	That's just the way I am
I can control my feelings	He makes me so mad
I can convince them	They won't allow that
I want to do,	I have to do that
I can do	I can't
I prefer	I must
I will	If only

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

3. Expand your Circle of Influence
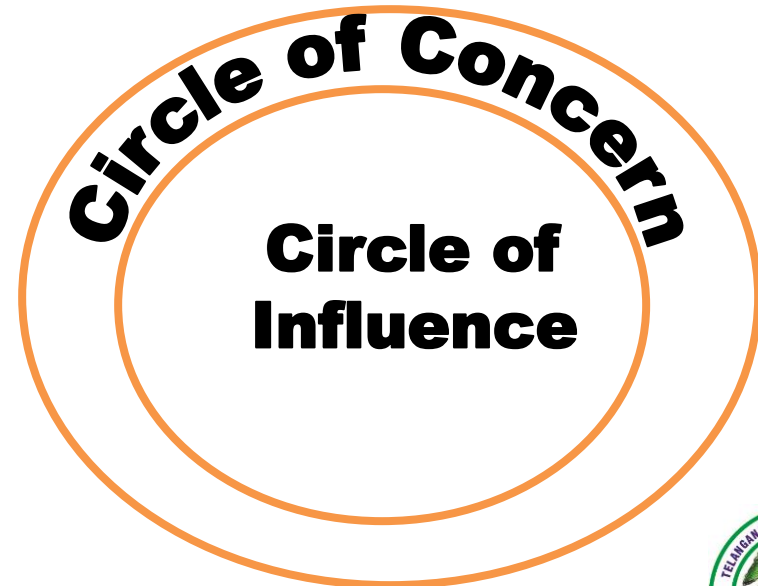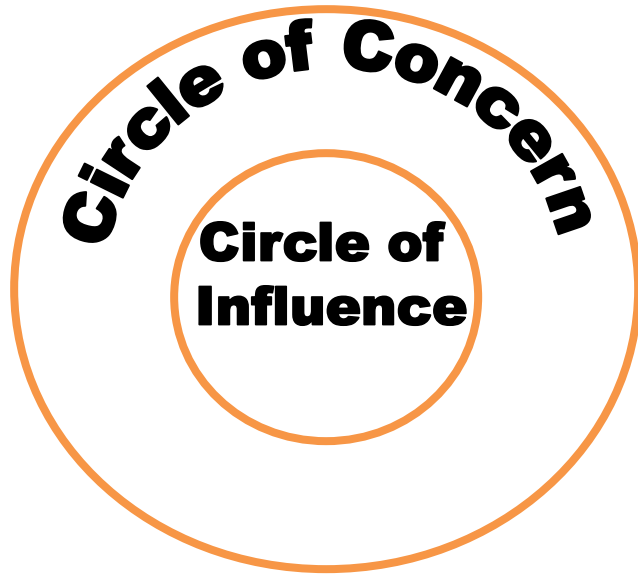
Source: Signature Programme on the 7 Habits of Highly Effective People

The 7-Habits of Highly Effective People
Habit-2:Begin with the End in Mind
Habit of Vision

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

Maturity Continuum

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

Habit-1: You are the creator

Habit-2: Is the first creation

"Would you tell me please
Which way I ought to go from here?"

"That depends a good deal
On where you want to get to,"
Said the Cat.

"I don't much care where........"
Said Alice.

"Then it doesn't matter which
Way you go," said the Cat.

--- from Alice's Adventures in Wonderland

Result
- A clear definition of desired results
- A greater sense of meaning and purpose
- Criteria for deciding what is or is not important
- Improved outcomes

Paradigm
Ineffective: I live by default
Effective: I live by design
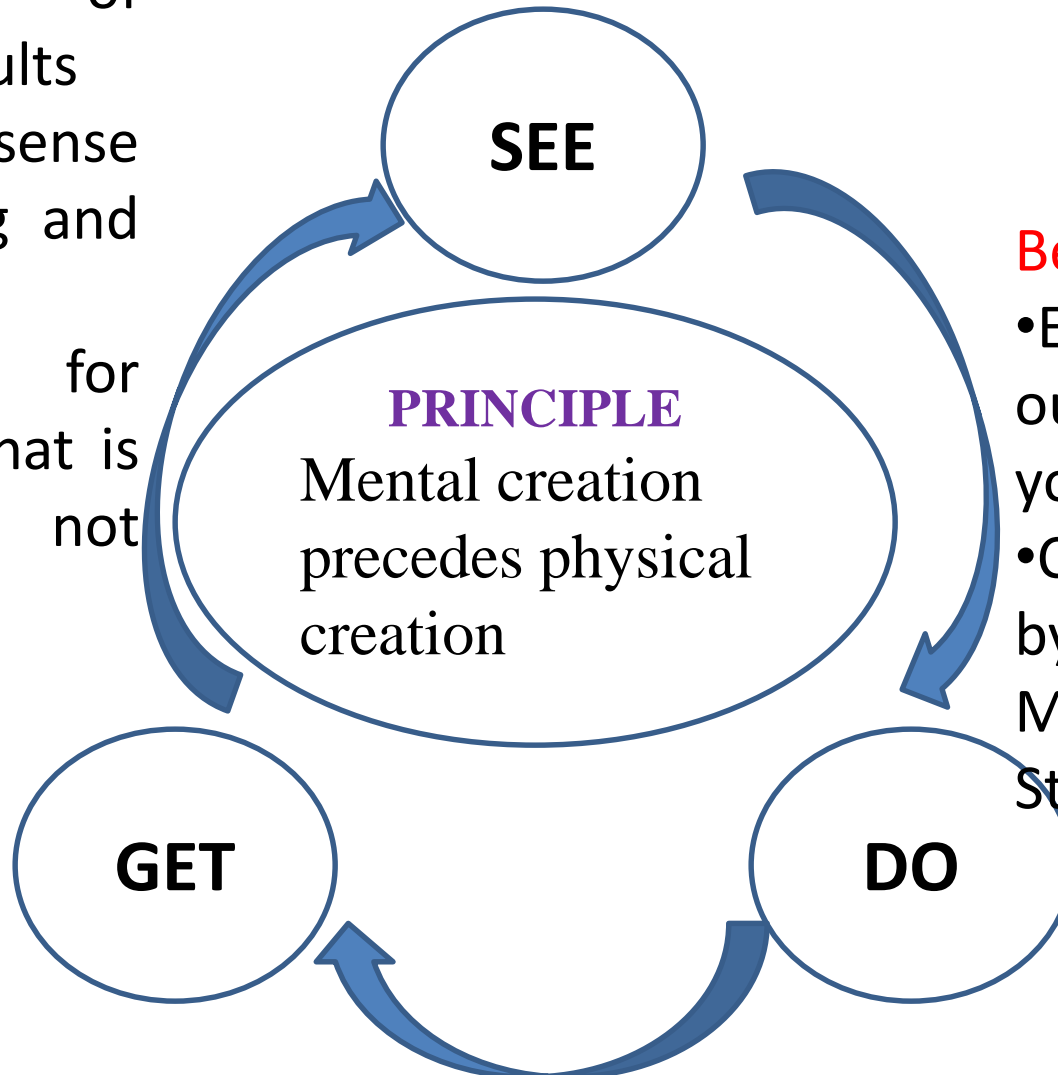
Behavior
- Envision outcomes before you act
- Create and live by a personal Mission Statement

SEE

PRINCIPLE
Mental creation precedes physical creation

GET

DO

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

Mental creation precedes physical creation

Mental Creation	Physical creation
	A productive meeting
	An office building
	A successful new product
	A master's degree
	A life of contribution & fulfillment

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

Mental creation precedes physical creation

Mental Creation	Physical creation
Clear Agenda	A productive meeting
Plan	An office building
Market research	A successful new product
Admission	A master's degree
Personal mission	A life of contribution & fulfillment

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

Imagination

If I had unlimited time and resources, what would I choose to do?

Possible life goals for me are -------

I want to be a person who ----------

Identify Long-Term Goals

Roles& Relationships	Key things to do to help make these statements a reality
1. Role & Key person (father)	1. Greet him twice daily 2. Spend 30 minutes daily 3. Inform him what I am doing
2. Role & Key Person	
3. Role & Key Person	
4. Role & Key Person	
5. Role & Key Person	
6. Role & Key Person	
7. Role & Key Person	

Source: Signature Programme on the 7 Habits of Highly Effective People
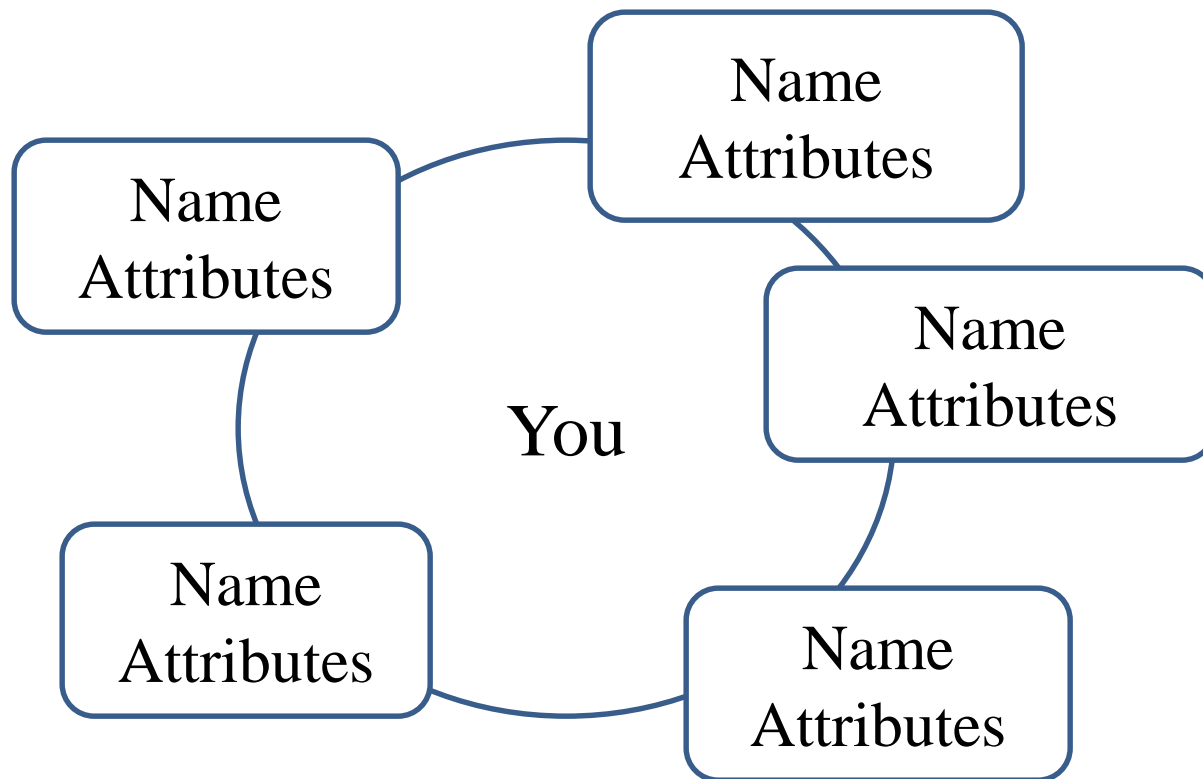
Imagine you could invite for dinner 4-5 people who influenced you the most- past or present- and all are sitting with you at the table. Write their names and the qualities or attributes you admire most in those people

PMS

- **Benefits of a PMS**
  - Clarifies what is important to you
  - Provides focus
  - Helps you design your life instead of it being designed
  - Guides your day-to-day decisions
  - Gives you a greater sense of meaning and purpose

  - **"We detect rather than invent our missions in life"**

                                                    Victor Frankl

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

Draft Your PMS

Write for 5 minutes without stopping

When you cannot think of anything else to write,
 keep your pen or pencil moving until something else comes to mind

Do not worry what it looks like, Get your thoughts down on paper

Revise and Refine Your PMS

- Review books and quotations, literature that inspires you
- Read Biographies or Auto-biographies of famous people
- Look at other's PMS
- Keep a personal journal to review values important to you
- Use ideas from "Mission Builder" at FranklinCovey.com
- Create a audio/visual version of PMS

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

Let the first act of every morning be to make the following resolve:

- I shall not fear anyone on earth
- I shall fear only God
- I shall not bear ill will toward anyone
- I shall not submit to injustice from anyone
- I shall conquer untruth by truth
- And in resisting untruth, I shall put up with all suffering

- M.K.Gandhi

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

No one can go back and make a brand new start, my friend; but anyone can start from here and make a brand-new end.

-Dan Zadra

Habit-3: Put First Things First
Habit of Integrity& Execution

You cannot cross the Sea merely by standing and staring at the Water-Tagore

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

- Johann Goethe

Maturity Continuum

Habit of Integrity and Execution

SEE

Principle
Effectiveness
requires
the Integrity
to act on
your Priorities

DO

GET
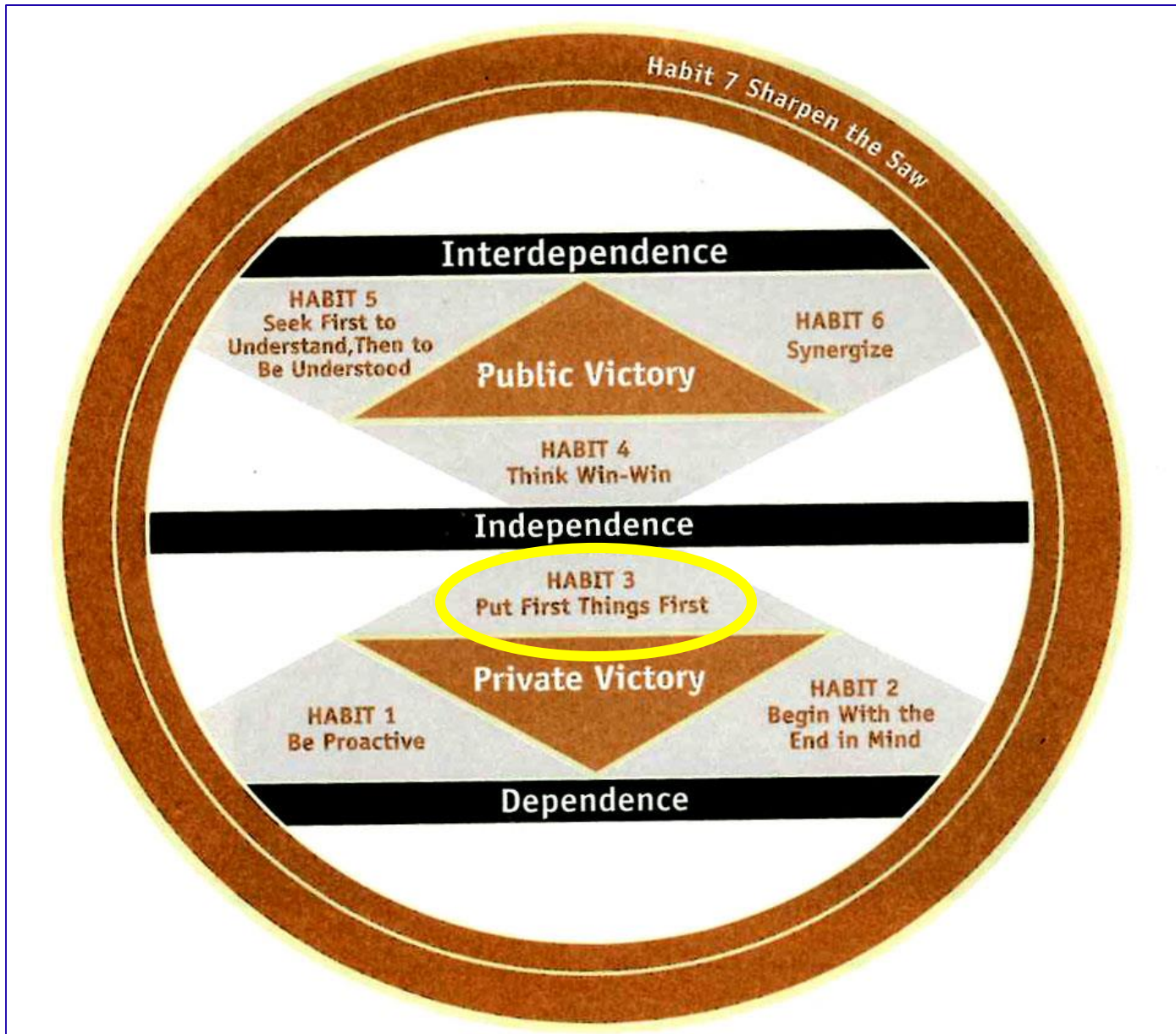
Paradigm Ineffective:
I put urgent things
first

**Effective: I put
important things
first**

Behavior
• focus on top priorities
• Eliminate unimportant
• Plan weekly
• Plan daily

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

Habit of Integrity and Execution

Compass

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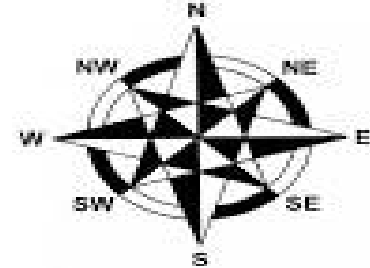
Clock

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

HIE- Eliminate the Unimportant

Urgent	Not-Urgent
	• Trivia, busy work • Irrelevant phone calls • Time-wasters • Escape activities • Excessive TV, Internet, relaxation

Important

Not-Important

HIE- Eliminate the Unimportant

	Urgent	Not-Urgent
Important		
Not-Important	• Needless interruptions • Unnecessary reports • Unimportant meetings, phone calls, mail • other peoples' minor issues	DELETE

HIE- Eliminate the Unimportant

	Urgent	Not-Urgent
Important		
Not-Important	• Needless interruptions • Unnecessary reports • Unimportant meetings, phone calls, mail • other peoples' minor issues	

HIE- Eliminate the Unimportant

	Urgent	Not-Urgent
Important	• Crises • Pressing problems Deadline-driven projects, meetings, reports	
Not-Important		

HIE- Eliminate the Unimportant

	Urgent	Not-Urgent
Important	• Crises • Pressing problems Deadline-driven projects, meetings, reports	
Not-Important	REGULATE	DELETE

HIE- Eliminate the Unimportant

	Urgent	Not-Urgent
Important	DO IT	• Preparation • Prevention • Planning • Relationship building • Re-creation • Values clarification
Not-Important	REGULATE	DELETE

HIE- Eliminate the Unimportant

	Urgent	Not-Urgent
Important		• Preparation • Prevention • Planning • Relationship building • Re-creation • Values clarification
Not-Important		

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**

2. Choose Big Rocks

Role	Big rock
1. Project Manage	Prepare agenda for meeting
2. Parent	Attend PTM
3. Spouse	Take to dance program
4. Friend	Greet on birthday
5. Football coach	Prepare training schedule
6. Musician	Go for audition
7. Teacher	Prepare for lession

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
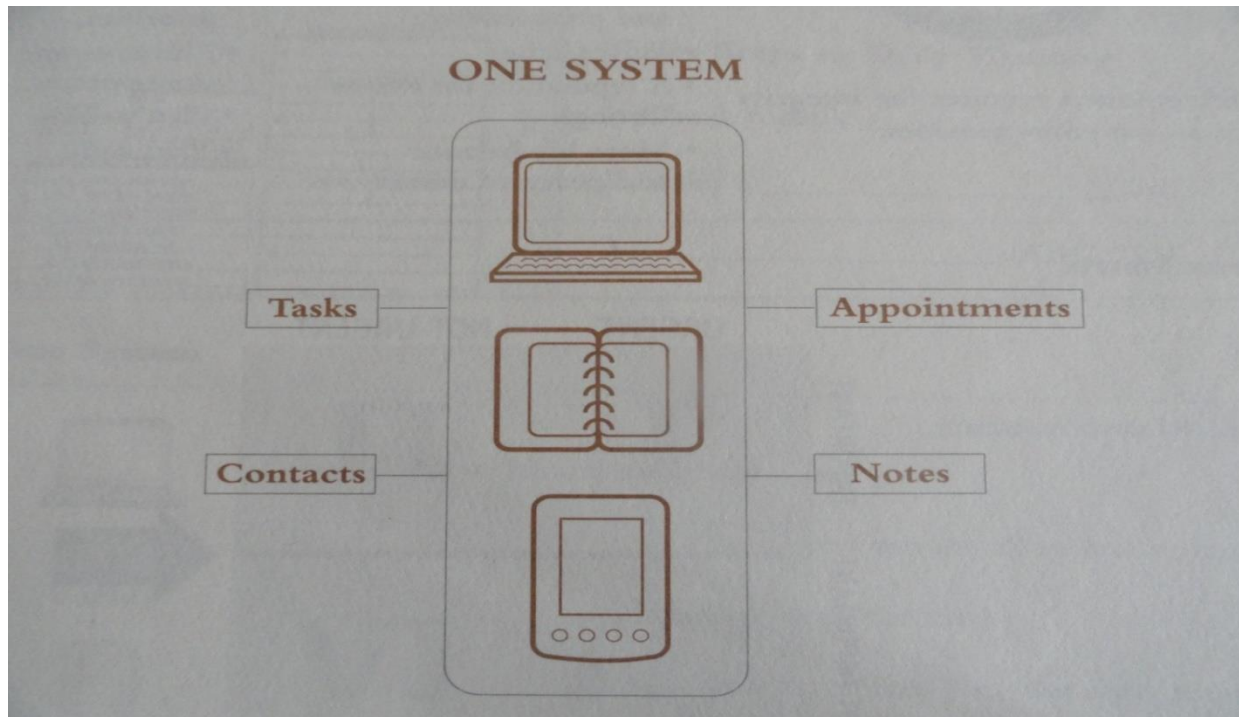
March

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
30	31					1
2	3 9 Team Mtg. 5 Conf.	4 4 budget	5 8 Conf. call 2 mtg.	6 9 Todd 7 date	7 12 Kim lunch	8 10 Game
					14	15

Appointment Schedule

8

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)**

6

Thursday
March

✓ Completed
→ Forwarded
✗ Deleted
G ⊘ Delegated
• In Process

↓ **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

Where? Someplace quiet.
How long? 5–10 minutes.

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

Be Proactive

My Plan for 19ᵗʰ Jan 2022

11.00-12.00	RCTs review
12.30-01.30	RCTs review
02.30-04.20	MES Classes
04.30-05.30	DG-review on LBSNAA Assignment

THANKS FOR YOUR ATTENTION

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