The 7 Habits of Highly Effective People
opportunitynowhere
How will I think or act differently as a result of today’s workshop?
If we always do what we’ve always done…

...we’ll always get what we’ve always got!
If we want what we've never had, then we have to do what we've never done!
Be Open to Change

Open mind, open heart
To Do:

- Identify and explore
  The Seven Habits of Highly Effective People

- Decide what actions you need to take to move further forward in your personal and professional life?

- Have fun!
Getting to know each other (a little better)
Time to Reflect
(Personally & Professionally)
• What have you started but not worked on?
• What is in progress, but not complete?
• What is almost complete, but still not finished?
• What things have you been unable to start?
• What things have you been unable to change?
• What things have you been unable to stop?
We are what we repeatedly do.

Excellence, then, is not an act, but a habit.

Aristotle
The 7 Habits of Highly Effective People

POWERFUL LESSONS IN PERSONAL CHANGE

15 MILLION COPIES SOLD

STEPHEN R. COVEY

15th ANNIVERSARY EDITION

with a new foreword and afterword by the author
Setting the Context
What kind of future are you creating by the way you’re currently thinking or behaving?
"The significant problems we face cannot be solved at the same level of thinking we were at when we created them."

A New Level of Thinking

(Paradigm)
Creating a Paradigm Shift
Paradigm

HABIT

See

Get

Do

Result

Behaviour
The Maturity Continuum

- Dependence - the paradigm of YOU
- Independence - the paradigm of I / ME
- Interdependence - the paradigm of WE
The 7 Habits of Highly Effective People

Interdependence
- 5 Seek First to Understand... Then to Be Understood
- 6 Synergize
- Public Victory
- 4 Think Win/Win
- 7 Sharpen the Saw

Independence
- 3 Put First Things First
- Private Victory
- 1 Be Proactive
- 2 Begin with the End in Mind

Dependence
The Private Victory must precede the Public Victory. You cannot invert that process any more than you can harvest before you can plant.

Stephen R. Covey
The 7 Habits of Highly Effective People

Production Capability

Production

Roots of Effectiveness
Permanent White Water
(Vaill, 1996, Covey, 2006)
The Constants

- Change
- Choice
- Principles

(Covey, 2006)
Challenge!

'The Main Thing is to keep the Main Thing the Main Thing'
True North
Habit 1
Be Proactive
Taking responsibility for your life
I am free to choose and am responsible for my choices.
The Four Human Endowments

**Self-Awareness:**
Our ability to examine our own thoughts, moods, and behaviours

**Imagination:**
Our ability to visualize beyond our current experience and circumstances

**Conscience:**
Our understanding of right and wrong

**Independent Will:**
Our ability to act independent of external influences
You carry your own weather around with you.
Circle of Influence
God grant me the serenity to accept the things I cannot change; the courage to change the things I can; and the wisdom to know the difference.
Circle of Concern

Circle of Influence

Circle of Concern

Circle of Influence
Circle of Influence
Circle of Influence

Group Exercise
Let's Nail It!
<table>
<thead>
<tr>
<th>Reactive Language</th>
<th>Proactive Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>There’s nothing I can do</td>
<td>Let’s look at other alternatives</td>
</tr>
<tr>
<td>That’s just the way I am</td>
<td>I can choose a different approach</td>
</tr>
<tr>
<td>He makes me so mad</td>
<td>I control my own feelings</td>
</tr>
<tr>
<td>I can’t</td>
<td>I choose</td>
</tr>
<tr>
<td>I must</td>
<td>I prefer</td>
</tr>
<tr>
<td>If only..</td>
<td>I will</td>
</tr>
</tbody>
</table>
Habit 1

Be Proactive

Be aware of yourself, your strengths, weaknesses, blind spots, motivations - and be proactive in finding out as much as you can about yourself. Then be proactive in applying that knowledge to your relations with others.
Habit 1

Be Proactive

What action will I take concerning Habit 1?

Taking responsibility for your life
Habit 2

Begin with the End in Mind

Defining your mission and goals in life
“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
Mental creation precedes physical creation.
Imagination is the beginning of creation. We imagine what we desire; we will what we imagine; and at last we create what we will.

—George Bernard Shaw
Personal Mission Statement

Your purpose & meaning in life
HELP OTHERS
laugh at yourself
Be confident
Hope Dream Believe
ENJOY LIFE
LOVE
treasure each and every moment
ENCOURAGE
LEARN new things
Give generously
Say please and thank you
BE HAPPY
Be silly Share Forgive
SAY YOUR PRAYERS
Always do your best
Habit

Begin With the End in Mind

Video

– 48 – 49

MASTERPIECE
Draft of Personal Mission Statement

The things that **matter most** to me are __________, __________, __________, __________, and ______________.

The **principles** I will use to guide my life are__________, __________, __________, __________, and ________.

I will make a contribution and enjoy life by using my **talents** of __________, __________, and ______________.

I will live with purpose in the following key **roles** of life:

As a [**role**], I will [**responsibilities**] __________, __________, and __________.
Begin with the End in Mind

In summary, create and live by a personal mission statement. This may lead onto more specific goals and objectives, but the idea is that you try to live as the sort of person you'd like to be remembered for when you've passed on.
Habit 2

Begin with the End in Mind

What action will I take concerning Habit 2?

Defining your mission and goals in life
Habit 3

Put First Things First

Prioritising and doing the most important things first
Effectiveness requires the integrity to act on your priorities.
The main thing is to keep the main thing
The Time Matrix

I
NECESSITY

II
EFFECTIVENESS

III
DECEPTION

IV
WASTE AND EXCESS
<table>
<thead>
<tr>
<th>URGENT</th>
<th>NOT URGENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crises</td>
<td>Preparation</td>
</tr>
<tr>
<td>Pressing problems</td>
<td>Prevention</td>
</tr>
<tr>
<td>Deadline-driven projects, meetings, reports</td>
<td>Planning</td>
</tr>
<tr>
<td></td>
<td>Relationship building</td>
</tr>
<tr>
<td></td>
<td>Re-creation</td>
</tr>
<tr>
<td></td>
<td>Values clarification</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>IMPORTANT</td>
<td>NOT IMPORTANT</td>
</tr>
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<td></td>
<td></td>
</tr>
<tr>
<td>NEEDLESS INTERRUPTIONS</td>
<td>TRIVIA, BUSYWORK</td>
</tr>
<tr>
<td>UNNECESSARY REPORTS</td>
<td>IRRELEVANT PHONE CALLS, MAIL, E-MAIL</td>
</tr>
<tr>
<td>UNIMPORTANT MEETINGS, PHONE CALLS, MAIL, E-MAIL</td>
<td>TIME-WASTERS</td>
</tr>
<tr>
<td>OTHER PEOPLE’S MINOR ISSUES</td>
<td>“ESCAPE” ACTIVITIES</td>
</tr>
<tr>
<td></td>
<td>EXCESSIVE TV, INTERNET, RELAXATION</td>
</tr>
</tbody>
</table>
Put First Things First

Define what it is that really matters in your life, then spend your time on those important things. Do you ever find yourself in the ‘thick of thin things’? Rather than spreading our time thinly across too many activities, concentrate on doing a few things well.
Habit 3

Put First Things First

Prioritising and doing the most important things first

What action will I take concerning Habit 3?
The Emotional Bank Account
The Emotional Bank Account

Deposits
• Seek first to understand.
• Show kindness, courtesy, respect.
• Keep promises.
• Be loyal to the absent.
• Set clear expectations.
• Apologize.
• Give feedback (“I” messages).
• Forgive.

Withdrawals
• Assume you understand.
• Show unkindness, discourtesy, disrespect.
• Break promises.
• Be disloyal, badmouth.
• Create unclear expectations.
• Be proud and arrogant.
• Give no feedback or evaluate character (“you” messages).
• Hold grudges.
The 7 Habits of Highly Effective People

- Independence
  - Put First Things First
  - Be Proactive

- Private Victory
  - Begin with the End in Mind

- Dependence
How am I already thinking or acting differently as a result of this workshop?