

The 7-Habits of Highly Effective People

Sessions prepared by
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Part-1:The Foundation



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THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE

Infographics Edition


Over
30 million
sold!

Stephen R. Covey

 FranklinCovey.



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The 7 Habits of Highly Effective People

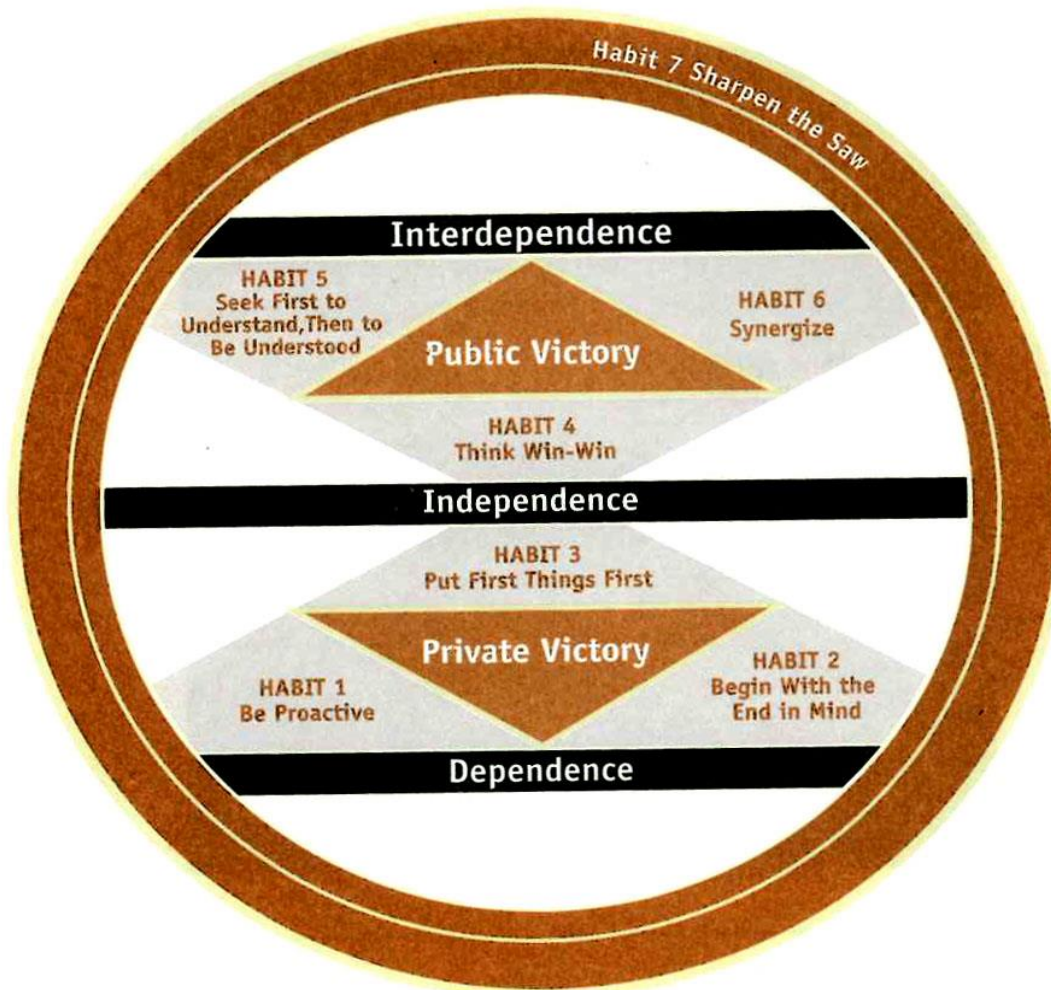
1. Be proactive
2. Begin with the end in mind
3. Put first things first
4. Think win-win
5. Seek first to understand, and then to be understood
6. Synergize
7. Sharpen the saw

Stephen Covey



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Maturity Continuum



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Paradigm Shift/Change

<https://www.youtube.com/watch?v=w5XpMg53K4c>



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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?



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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

- Don't Sprint the Marathon



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DON'T SPRINT THE MARATHON



V. RAGHUNATHAN

Author of *Games Indians Play*



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The 7-Habits of Highly Effective People

Habit-1: Be Proactive The Habit of Choice



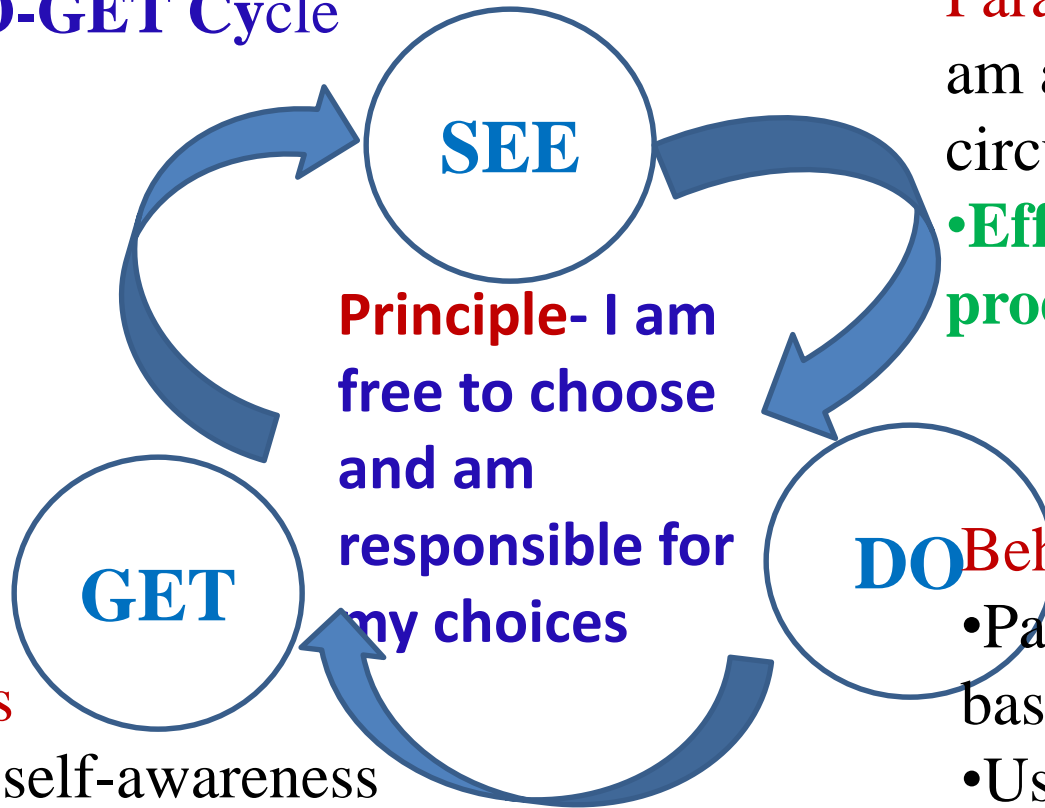
Source

re Programme on the 7 Habits of Highly Effective People



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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**

DO Behavior

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

person



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Be Proactive

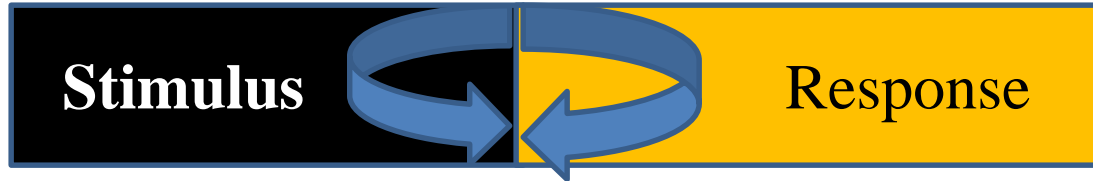
<https://www.youtube.com/watch?v=-pMLHmvkrwQ>



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Reactive Behavior

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



Exercise-2: Use of the space between S& R

1. Think of a situation where you consistently respond in a reactive way (lose temper, patience, self-discipline)
2. What is a better , more **effective way** to respond?
3. What would be the positive consequences of responding in this new way? (Who would be affected? What would be the impact?)
4. What is your commitment level to respond in this new way the next time you are in this situation? (Circle the number that corresponds to your commitment level)

1 2 3 4 5 6 7 8 9 10

Low

High



Exercise-3. 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	If only



3. Expand your Circle of Influence

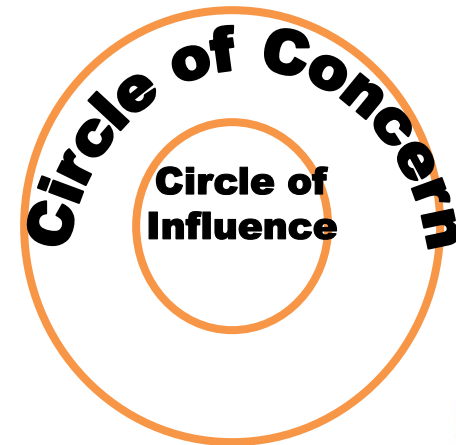
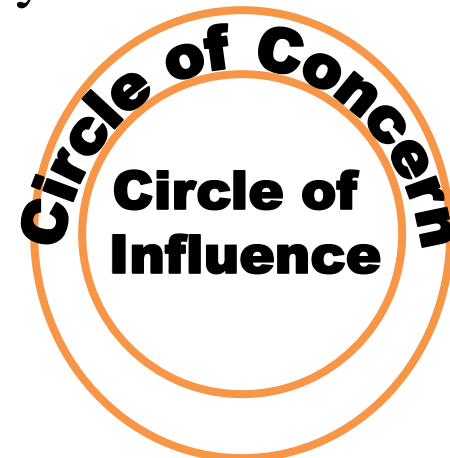
- Circle of Influence includes those things you can affect directly
- Circle of Concern includes all those things you care about.

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.

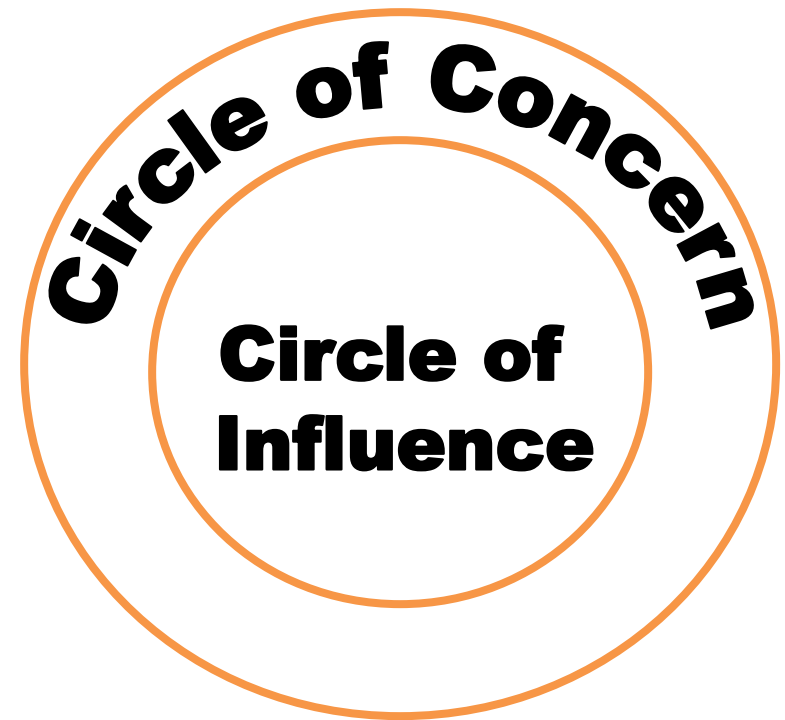
Reactive Focus

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



Exercise-3

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?



Circle of Influence vs Circle of Concern

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

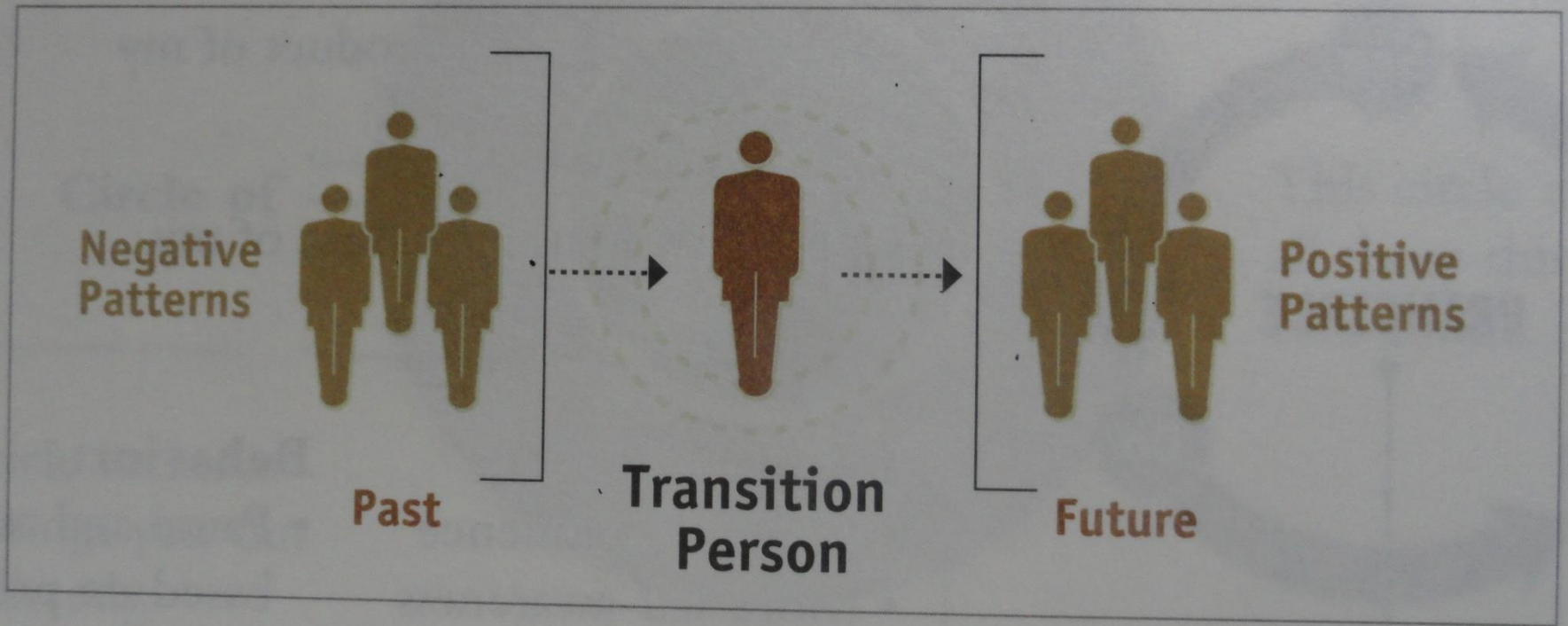


Transition person

- One who 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.



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?

Become a Transition Person

Exercise-4

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.



Doing What is told vs
Doing without being told
My experience in Plg. Dept



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Habit-2: Begin with the End in Mind

Habit of Vision



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Source:

re Programme on the 7 Habits of Highly Effective People



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Habit-1: You are the creator

Habit-2: Is the first creation



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“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



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Begin With the End in Mind

<https://www.youtube.com/watch?v=bY1R8IcMMzM>



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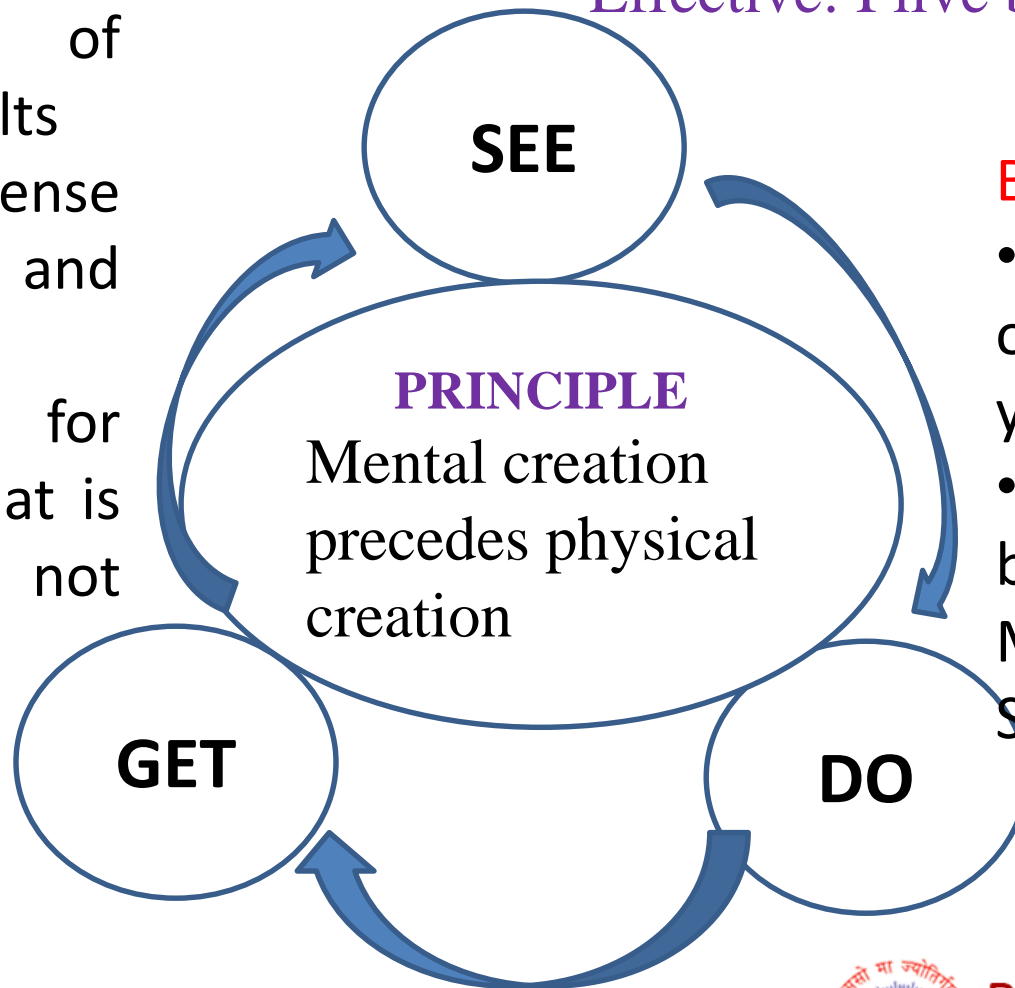
Result

- 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



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Identify Long-Term Goals

Roles	Key person	Expectation of KP	Key things to do Action points
1. Son	Mother	Son forever	1. Greet her daily 2. Spend 30 minutes daily
2. Colleague			
3. Project manager			
4. Friend			
5. Spouse			
6. Neighbor			
7. Jr. Officer			



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Source: Signature Programme on the 7 Habits of Highly Effective 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



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Source: 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



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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



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



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Habit-3: Put First Things First

Habit of Integrity & Execution



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



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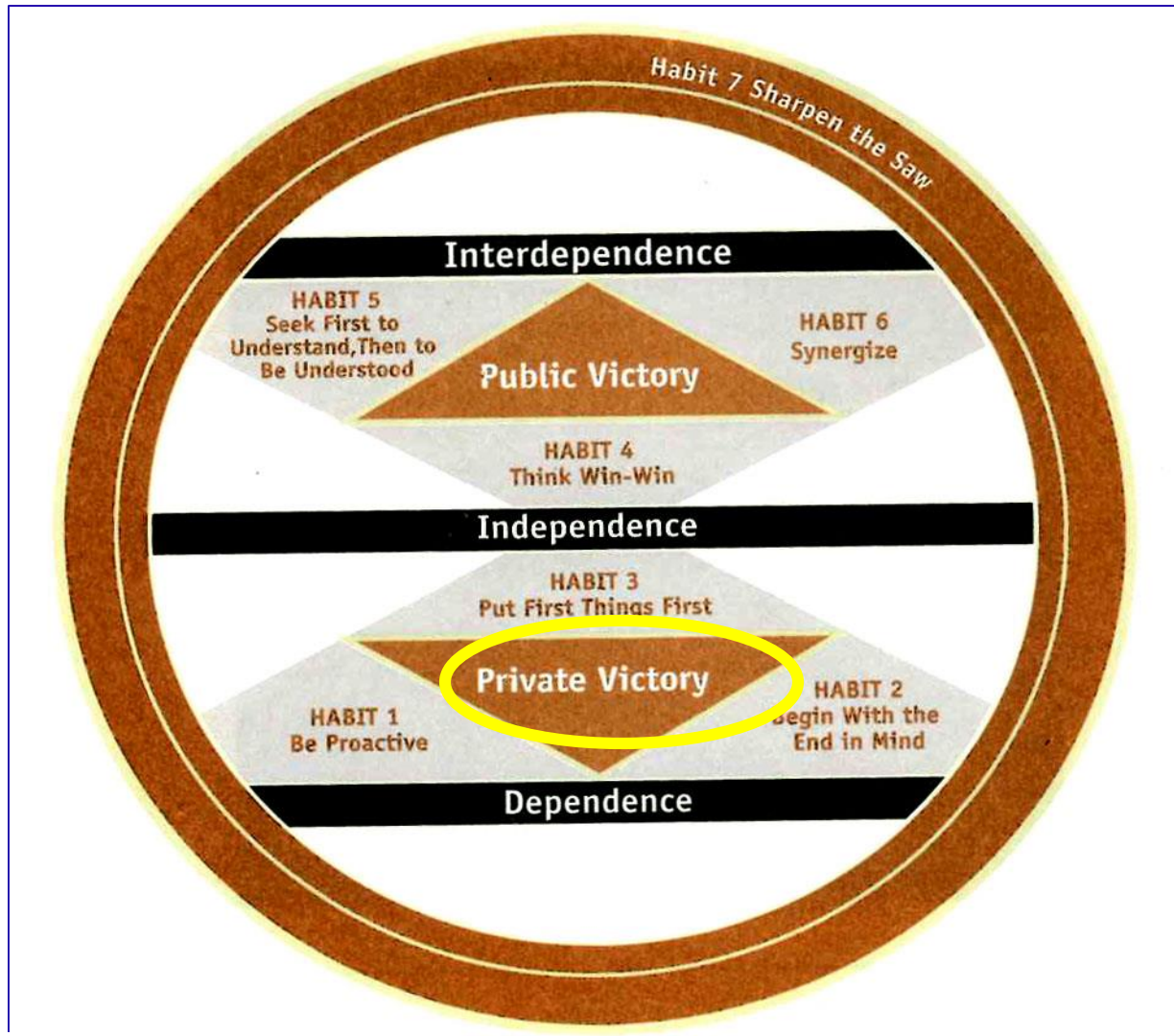
Things which matter most must never be at the
mercy of things which matter least.

- Johann Goethe



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Put First Things First

https://www.youtube.com/watch?v=VyL93MIR_I0



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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



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HIE- Eliminate the Unimportant

Important

Urgent

Not-Urgent

Not-Important

- Trivia, busy work
- Irrelevant phone calls
- Time-wasters
- Escape activities
- Excessive TV, Internet, relaxation



HIE- Eliminate the Unimportant

Important

Not-Important

	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	Eliminate



HIE- Eliminate the Unimportant

	Urgent	Not-Urgent
Important	<ul style="list-style-type: none">• Crises• Pressing problems Deadline-driven projects, meetings, reports	
Not-Important	Regulate	Eliminate



HIE- Eliminate the Unimportant

	Urgent	Not-Urgent
Important	DO/ACT	<ul style="list-style-type: none">• Preparation• Prevention• Planning• Relationship building• Re-creation• Values clarification
Not-Important	Regulate	Eliminate



HIE- Eliminate the Unimportant

	Urgent	Not-Urgent
Important	DO/ACT	INVEST
Not-Important	Regulate	Eliminate



HIE- Time Matrix

	Urgent	Not-Urgent
Important	I Act at Once	II Invest
Not-Important	III Regulate	IV Eliminate

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

Urgent- Activities that require immediate attention



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**THANKS FOR
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