

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

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



Habit-3: Put First Things First

The Habit of Integrity and Execution

- This is the personal fruit, the practical fulfillment of Habits- 1&2
- **This is the second creation- the physical one**
- This involves the endowment -*Independent will*
- *It is principle-centered*
- *Habits 1&2 pre-requisites for habit-3*
- *This is practicing effective self-management*
- ***Lead from the right and manage from the left***

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



Habit-3: Put First Things First

The Habit of Integrity and Execution

- Helen Keller- great example of the power of independent will
- Empowerment comes not from once-in-a-life time effort but from the decisions we make every day
- Integrity- the value we place on ourselves
- Walk our talk- keep commitments
- It is honor with self- characteristic ethic
- *putting first things first is management- once leadership decided what those first things are*

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



Habit-3: Put First Things First

The Habit of Integrity and Execution

- Discipline comes from Disciple- to philosophy, principles, function of independent will
- You are the disciple, a follower of your own deeper values and their source
- You have the will, integrity to subordinate your feelings, impulses and moods to those values

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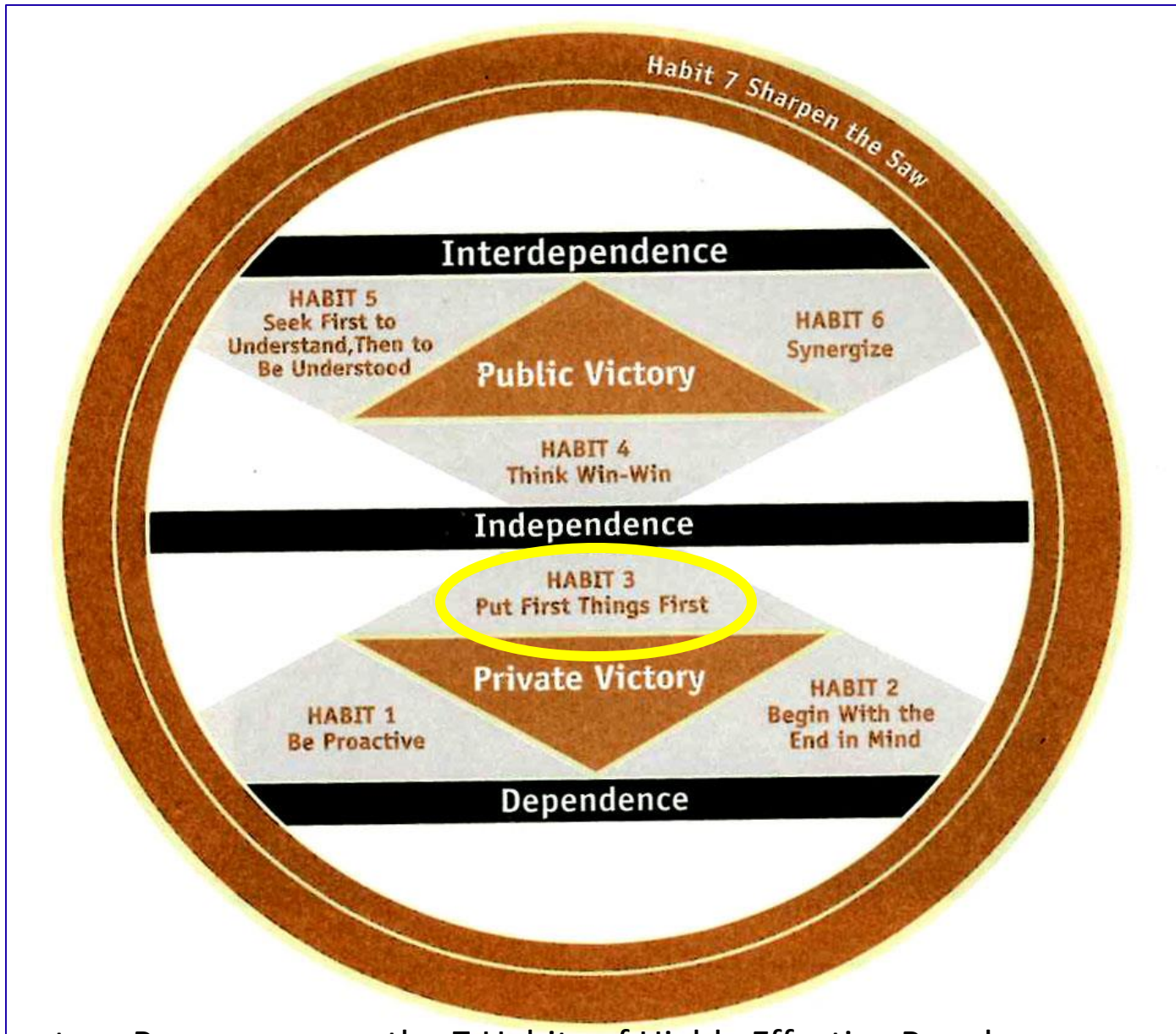
Habit-3: Put First Things First

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".



Maturity Continuum



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



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

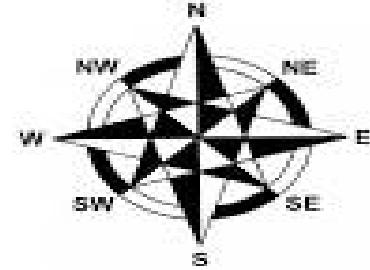
Behavior

- 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

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



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">• 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

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



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



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**

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

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



2. Choose Big Rocks

Big Rocks come from

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

Big Rocks can be

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

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



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



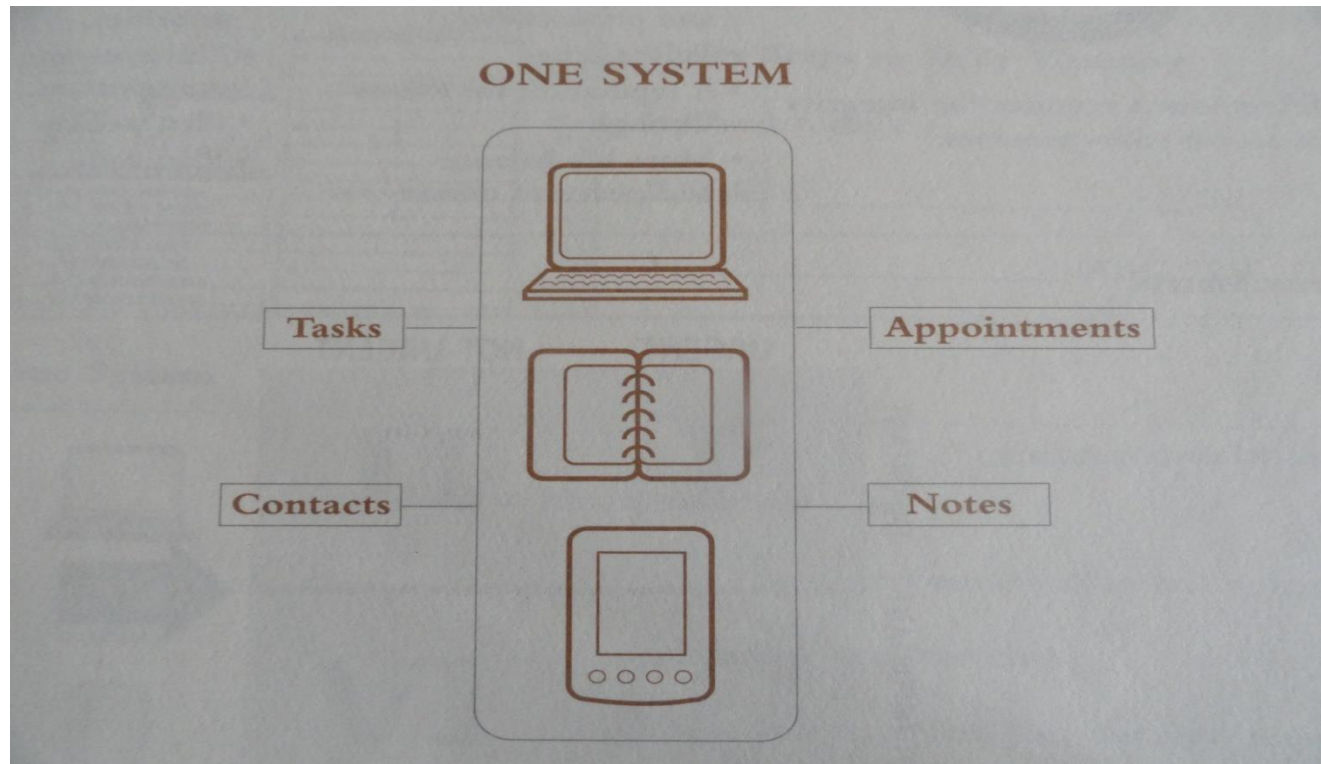
The nicest thing about not-planning is that failure comes as a complete surprise rather than being preceded by a period of worry and depression.

- 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



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.

