

# The 7-Habits of Highly Effective People

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



# Habit-2

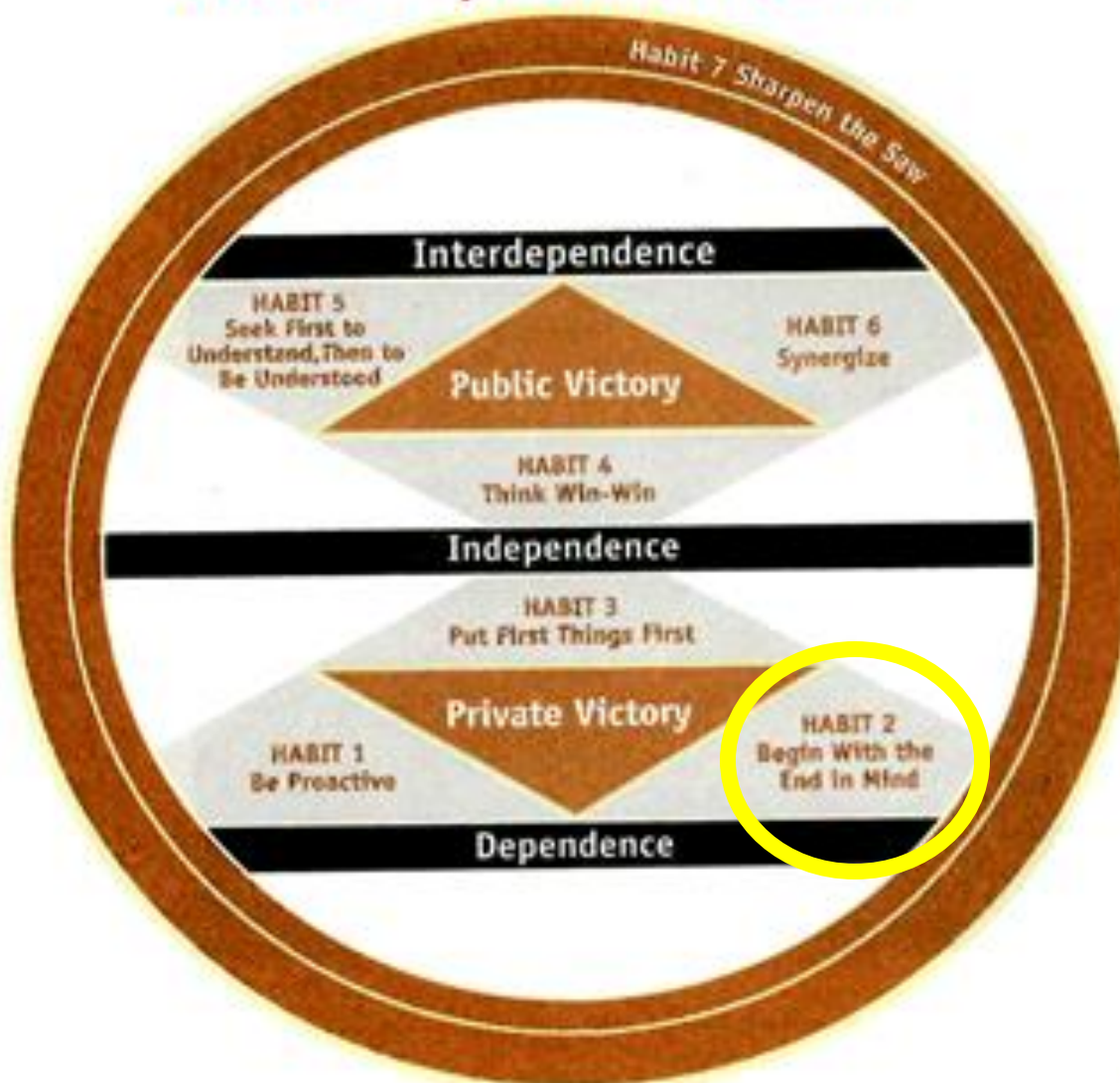
## “Begin with the end in mind”

### **The 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



What lies behind us and what lies before us  
Are tiny matters  
Compared to what lies within us.

Oliver Wendell Holmes



Habit-1: You are the creator

Habit-2: Is the first creation



- Death-view experience
- Is a visualisation experience
- Touches your deep fundamental values
- Contact with inner guiding system at the heart of your circle of influence
- Frame of reference by which everything else is examined



# Begin with the end in mind

- To start with clear understanding of your destination
- Where are you now and are you in right direction ?
- How much did he leave? He left it all.



# Alice in Wonderland

- Based on a 1865 novel by Charles Lutwidge Dodgson, pen name Lewis Carroll
- Story of a girl Alice who falls from a rabbit hole in to a fantasy world full of peculiar anthropomorphic creatures





“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



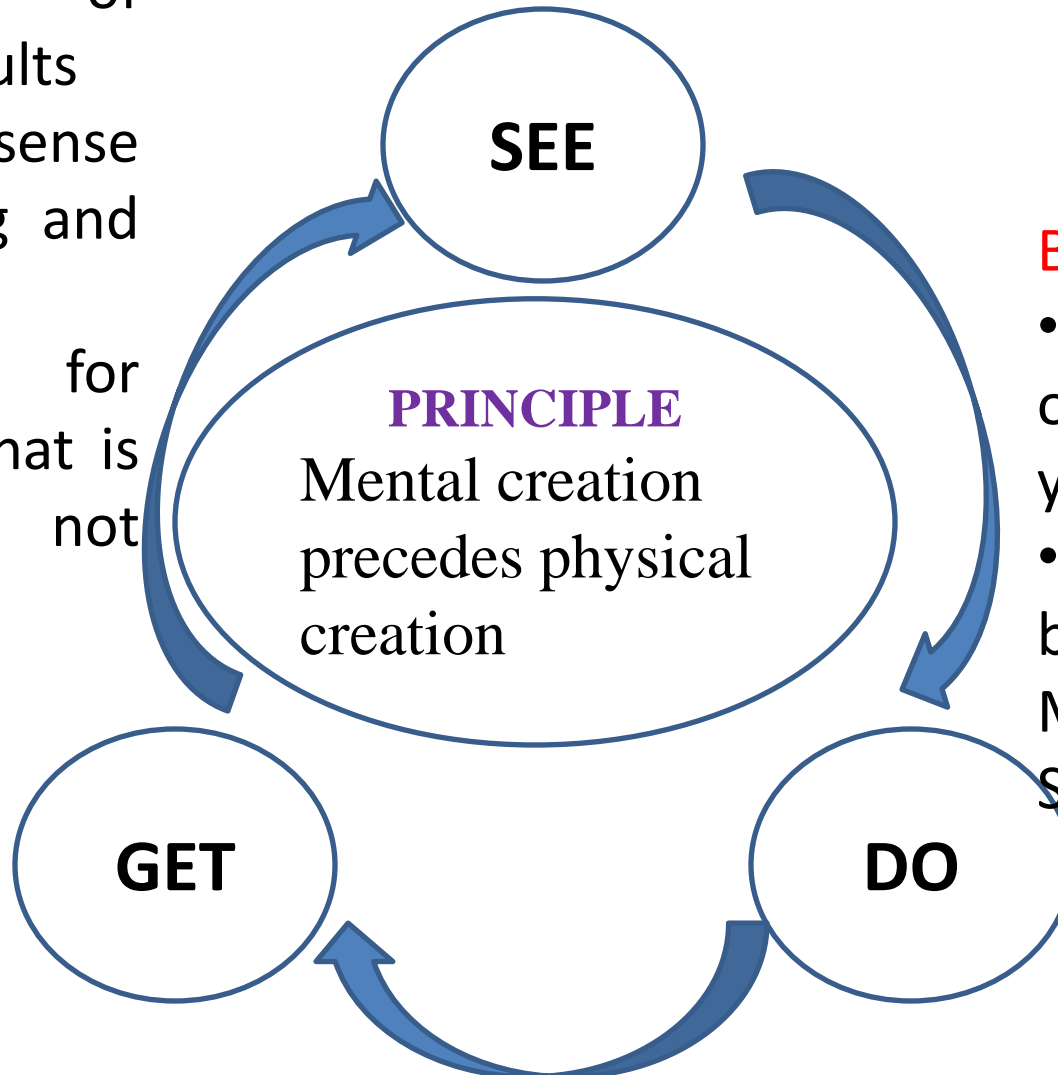
## Result

- 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



- If first creation is good, second creation will be sound
- First creation not good, second creation calls for expensive alterations
- We are second creation of our proactive design or second creation of Others' agenda



# Habit-2 - based on Principles of personal leadership

Leadership	Management
First creation	Second creation
Top line focus	Bottom line focus
Doing right things	Doing things right
Effectiveness	Efficiency
Hard because we are caught in management paradigm-withdrawal problem	Cannot succeed without good leadership



# 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
A clear agenda and objective	A productive meeting
An architectural blue print	An office building
Extensive market research	A successful new product
An individual goal-setting	A master's degree
Personal Mission Statement	A life of contribution & fulfillment

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



# Re-scripting :Becoming your own first creator

- Self-awareness- proactivity
- Endowment of Imagination- helps visualise the uncreated worlds of potential that lies within us
- Conscience- brings us in contact with universal laws/principles
- These three empower us to write our own scripts



# Re-scripting :Becoming your own first creator

- Scripts already handed over to us- so what we do is re-scripting
- Changing past paradigms- incorrect, incomplete
- Anwar Sadat- first time President vowed not to touch the hand of an Israeli. Second term- went to Knesset and brought the Nobel winning Camp David accord
- He got self awareness in the central prison cell, identified ineffective scripts and re-scripted





# Re-scripting :Becoming your own first creator

- Personal mission statement is a personal constitution
- The best example is the USA Constitution- is fundamentally changeless- over two hundred years only 26 amendments- 10 were in the original bill of rights itself
- It is based on correct principles- President takes oath to protect it- provides timeless strength amidst change
- People cannot live with change unless there is a changeless core inside them

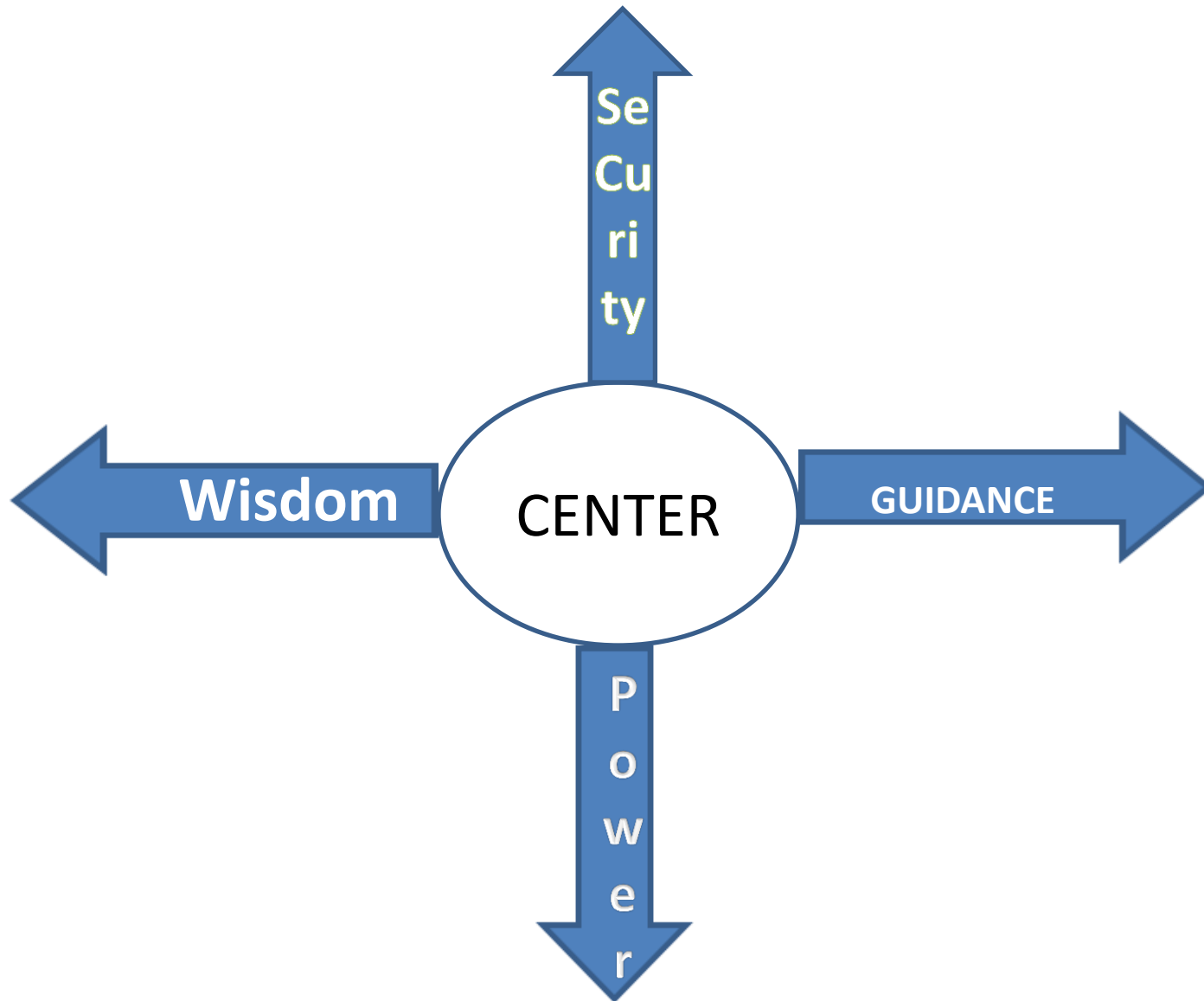


# Meaning in life

- Frankl also learnt the importance of purpose, of meaning in life
- The essence of Logotherapy- a philosophy he developed and taught
- Many mental and emotional illnesses are really symptoms of an underlying sense of meaninglessness or emptiness
- Logotherapy eliminates emptiness by helping the individual to detect his unique meaning, his mission in life.



# Centre of Circle of Influence



# Centre of Influence

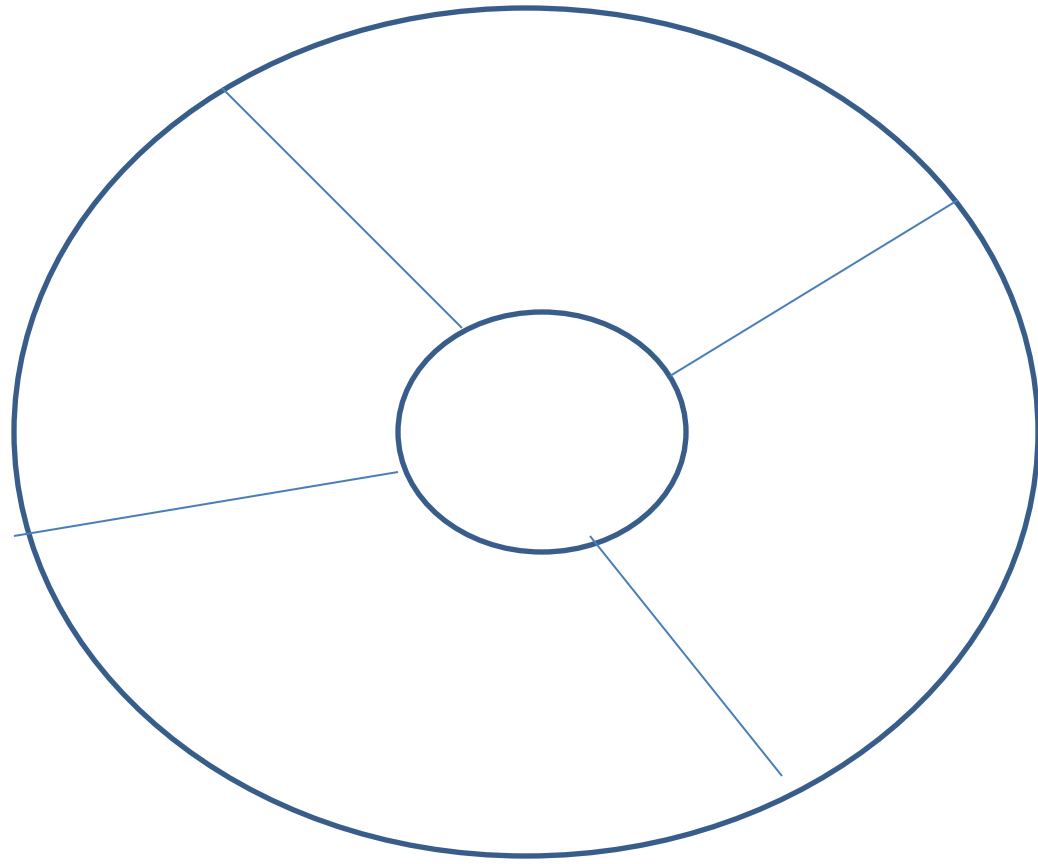
Security	Represents your sense of worth, your identity, emotional anchorage, self-esteem, basic personal strength or lack of it
Guidance	Source of direction in life, encompassed by your map, internal frame of reference, govern decision-making and doing
Wisdom	Your perspective on life, sense of balance, oneness, integrated wholeness
Power	Capacity to act, energy to make choice and decision, capacity to unlearn and learn new

# Identifying your Centre

- Look closely at your life supporting factors
- Combination of centres- roller coaster ride
- Best- create a clear centre from which you draw security, wisdom, Guidance and power

# Self-centred model

<b>Security</b>	<b>Constantly changing and shifting</b>
Guidance	If it feels good, what is in it for me
Wisdom	View world as how events, decisions, circumstances affect you
Power	Ability to act limited to own resources, without benefit of interdependency



# Writing and using PMS

- Habit-1- You are the programmer
- Habit-2- write the programme
  - You are responsible to write so you invest in writing
  - Writing process as important as the product
  - Others will recognise you are mission driven



# Right side of the brain

- Use the right side of the brain- imagination and conscience are functions of the right side brain
- Intuitive and Creative side (left- logical/verbal)
- Picture vs words
- Whole vs parts
- Synthesis ( relate/combine) vs analysis (break it down)
- Simultaneous thinking vs sequential
- Timeless vs time bound

# Envision Outcomes

1. What are the top three goals for your team or organization this year?
2. How will you know if you reach them?

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



# Check list

- Do you begin with the end in mind.....
  - When you plan a new day, week, year?
  - When you begin a new project?
  - When you plan a vacation?
  - Before you begin a crucial conversation?
  - At the start of every meeting?

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



# Applying the Habit

- Identify some areas of your life in which you could benefit from Habit-2

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



# Personal Mission Statement

- PMS is like a constitution by which you make all decisions for your life.
- HEP shape their own future instead of letting other people, their culture, or their circumstances determine it.



# 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



# Tribute Statements for Key Roles

- HEP take time to define the legacy they want to leave in each of their key roles
  - Their roles represent important relationships and key responsibilities
  - Identify and write up to 7 key roles (professional & personal)
  - Identify and write a key person's name for each role
  - Visualize your 80<sup>th</sup> Birthday and write a brief statement how you would want that key person to describe you. Your influence on his/her life
- “There is no greater joy nor greater reward than to make a fundamental difference in someone's life”

**Sister Mary Rose Mc**  **dy**

Roles & Relationships	Tribute statements
1. Role & Key person (father)	I will have him as son for generations
2. Role & Key Person	
3. Role & Key Person	
4. Role & Key Person	
5. Role & Key Person	
6. Role & Key Person	
7. Role & Key Person	





# Identify Long-Term Goals

Roles & Relationships	Key things to do to help make these statements a reality
1. Role & Key person (father)	<ol style="list-style-type: none"> <li>1. Greet him twice daily</li> <li>2. Spend 30 minutes daily</li> <li>3. Inform him what I am doing</li> </ol>
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



# Discover Yourself

- **Human Endowments**

- Self-awareness

- “The unexamined life is not worth living”

Socrates

- Imagination

- “The next time your mind wanders, follow it around for a while”

Jessica Masterson

- Conscience

- “Down deep in every human heart is a hidden longing, impulse, and ambition to do something fine and enduring”

Grenvil ser



## 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 -----**



# 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 -----

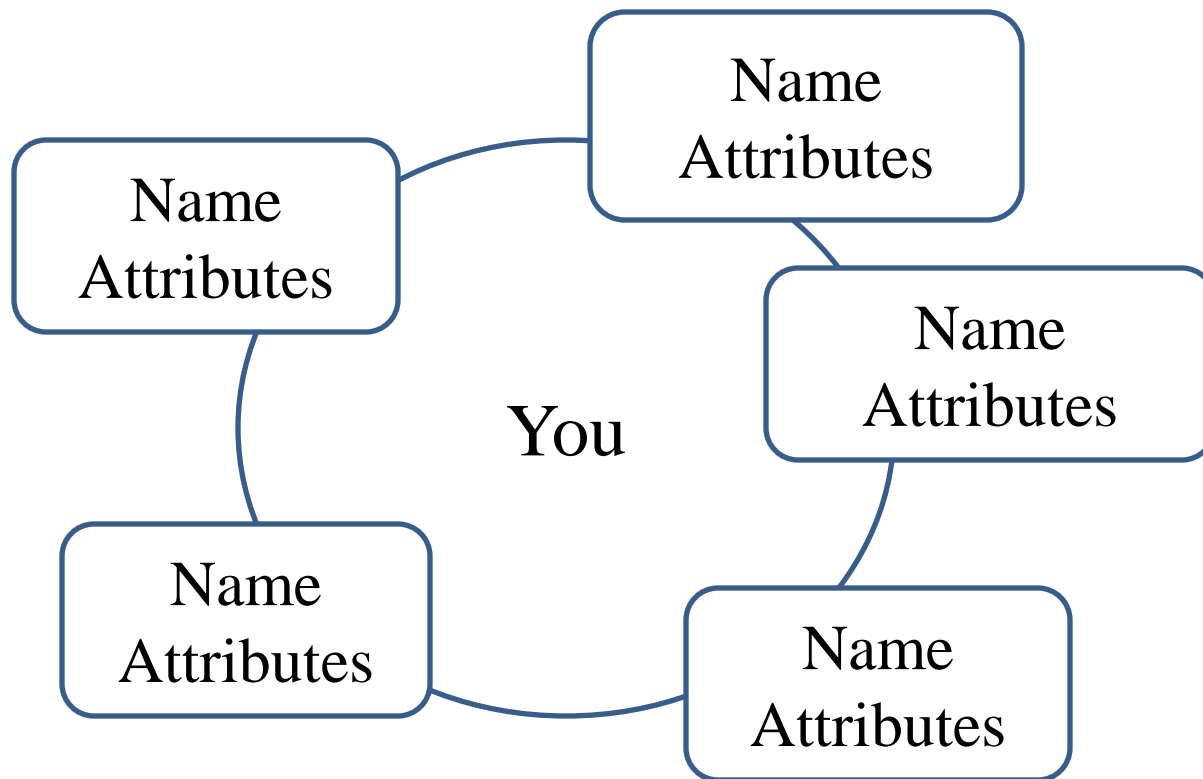


# Conscience

What do I consider to be my most important future contribution to others?

Are there things that I feel I really should do, even though I may have dismissed such thoughts many times? What are they?





**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**



# 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

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



Real happiness ----- is not obtained  
Through self-gratification, but through  
Fidelity to a worthy purpose.

**-Helen Keller**





## 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](http://FranklinCovey.com)
- Create a audio/visual version of PMS

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



## Key characteristics of an effective PMS

- Express principles of effectiveness
- Provide direction and purpose
- Challenges and inspires you
- Communicates your vision and mission
- Addresses your most important roles and responsibilities
- Addresses all 4 human needs (physical, social, emotional, spiritual)
- Represents the best within you

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



## **Mission Statements**

- Long or short
- Prose or poetry or music
- Most important thing is to make it your own

## **Mission Museum**

- No empty Chairs at dinner
- I want to be the kind of person my Dog thinks I am
- Nothing less

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**



**1. What are three benefits of creating a PMS?**

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**2. What are two ways to revise and refine your PMS?**

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**3. What are two key characteristics of an effective PMS?**

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## Team Mission Statement

Represents the purpose and values of your team, group or department. If done well and with genuine involvement from everyone on the team, it will provide focus, clarity and inspiration to all team members.

### Some questions to your team to develop TMS

- What do we want to be known for?
- How do we want to treat each other?
- What unique contributions can we make?
- What does each person bring to the team? In terms of unique talent and skills?
- What big goals do we want to achieve?

