

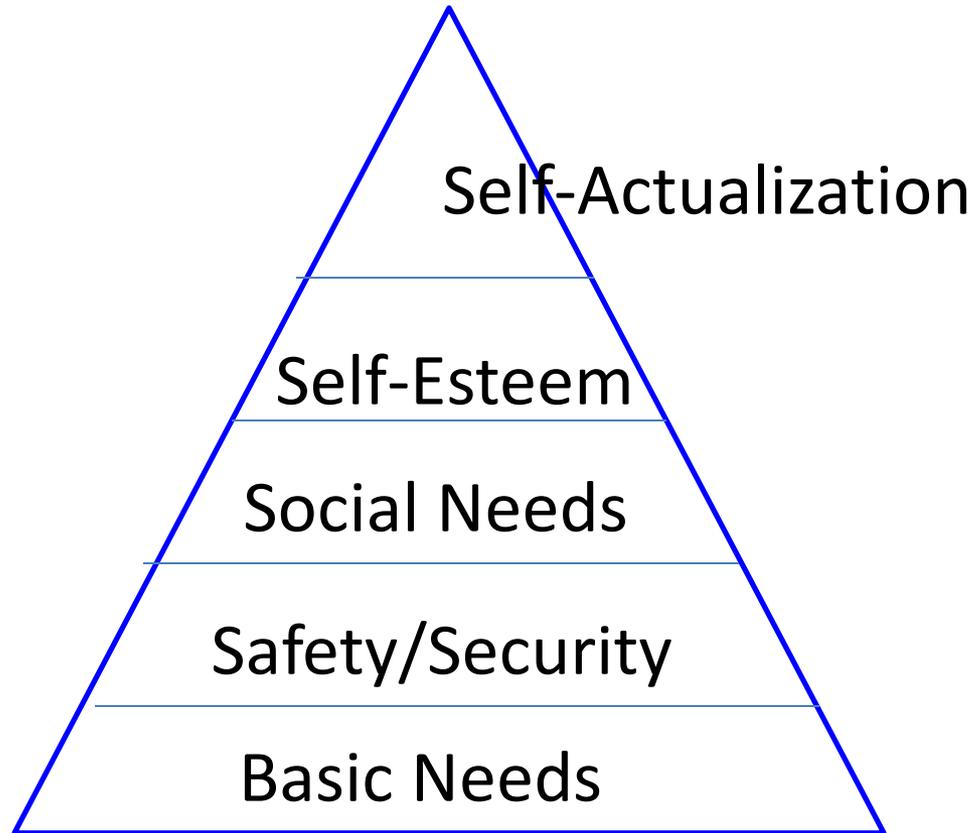
The 7-Habits of Highly Effective People

Sessions prepared by
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Habit-1: The Habit of Choice



Maslow's Hierarchy of Needs



4 Drivers of Motivation

A

Acquire & Apply

B

Being & Belonging

C

Comprehend & Challenge

D

Define & Defend

Habit-1: Be Proactive

The Habit of Choice

When we can no
longer change a situation,
we are challenged to
change ourselves
-Victor Frankl

Shakuni Story

Reference: Man's Search for Meaning in Life-Victor Frankl

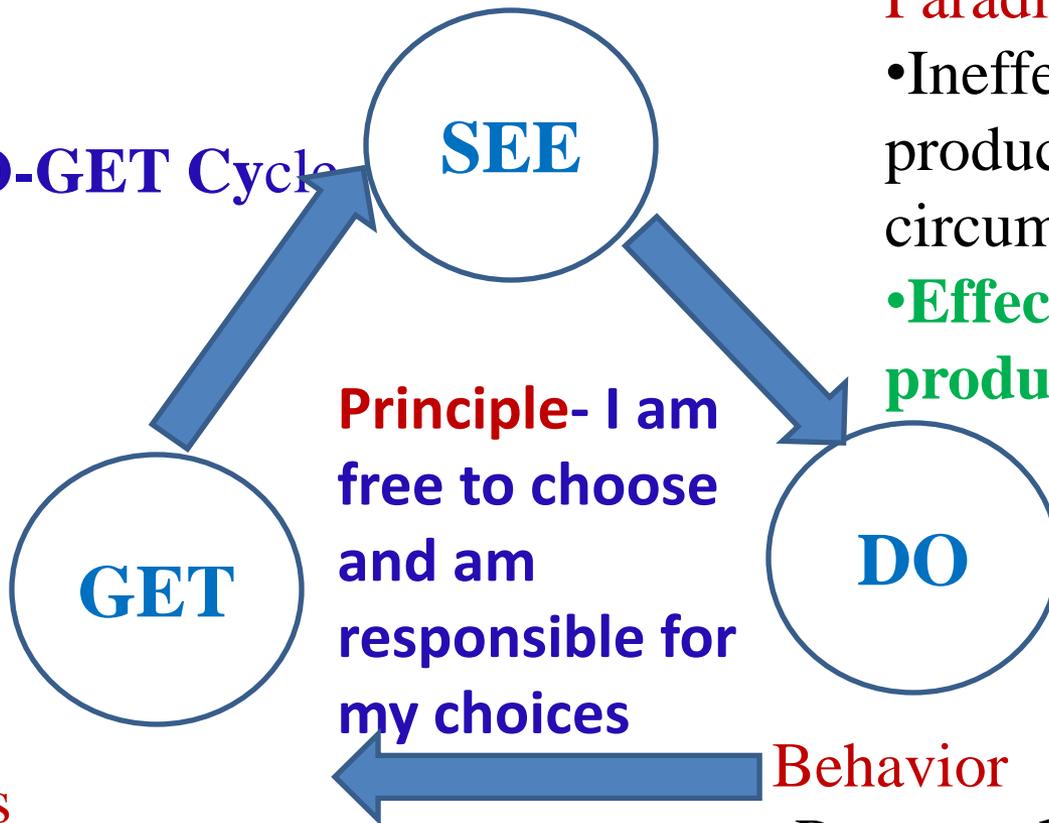


People are always blaming their circumstances
for what they are. I don't believe in circumstances.

-George Bernard Shaw



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

Behavior

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





**Self-
Awareness**

Imagination

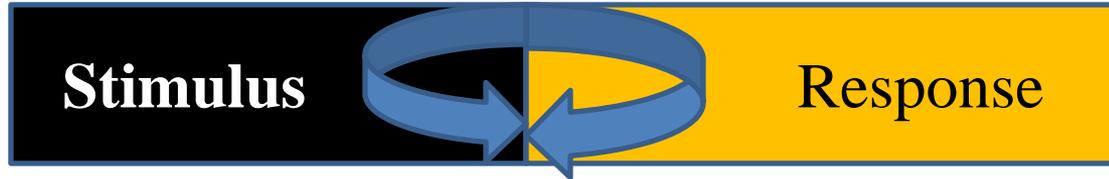
Conscience

**Independent
will**



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 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 will	If only



3. Expand your Circle of Influence

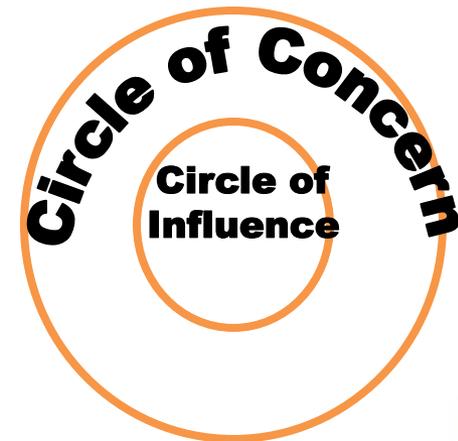
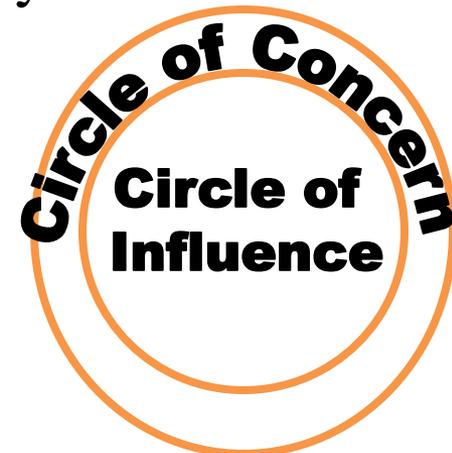
- Circle of Influence includes those things you can affect directly
- Circle of Concern includes all those things you care about.

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 shrinks.



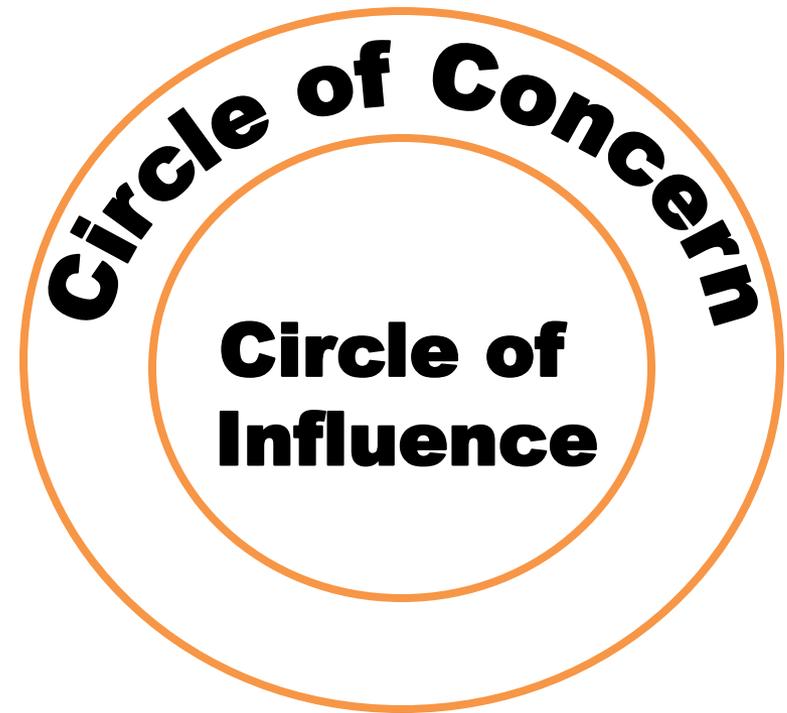
Circle of Influence vs Circle of Concern

- 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



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?

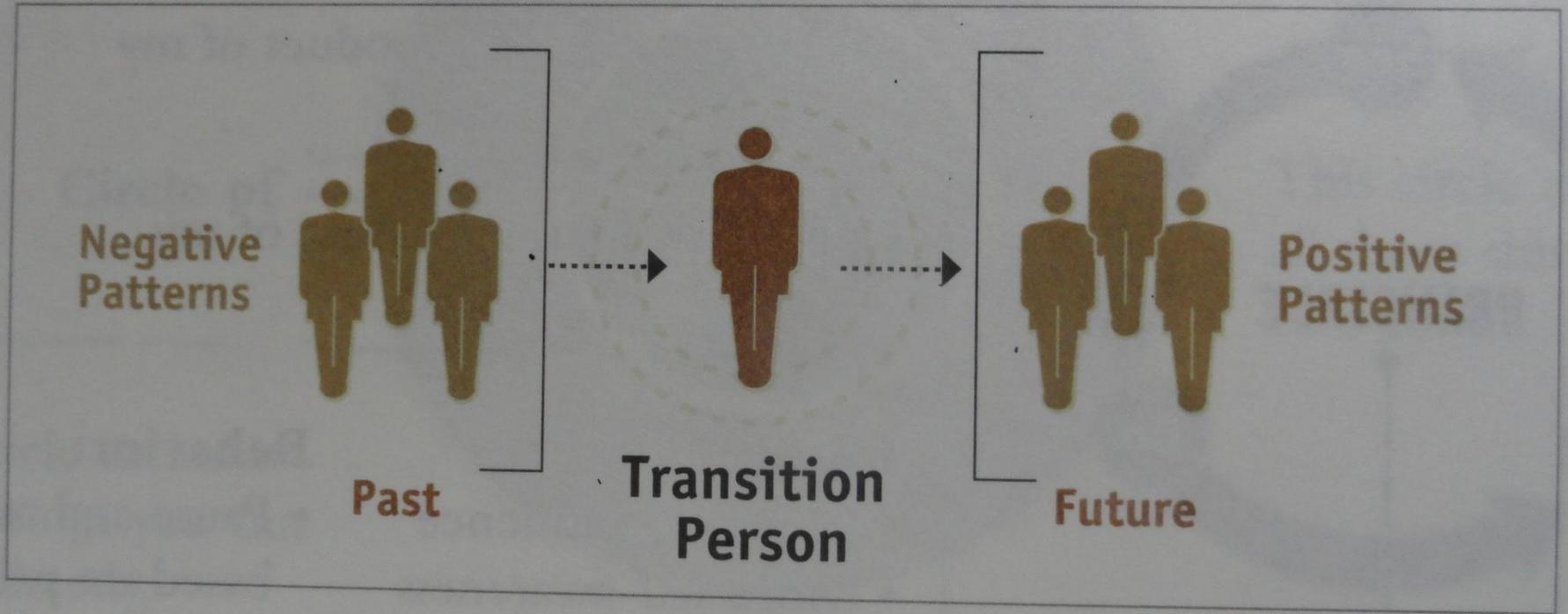


Transition person

- 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.



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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.



To the world, you may be just one person;
but to one person, you may be the world.

- Josephine Billings



There are only two ways to live your life.
One is as though nothing is a miracle.
The other is as though everything is a miracle.

-Albert Einstein



Never doubt that a small group of thoughtful citizens can change the world. Indeed, it is the only thing that ever has.

- Margaret Mead



**THANK YOU
FOR YOUR ATTENTION**

