

# The 7-Habits of Highly Effective People

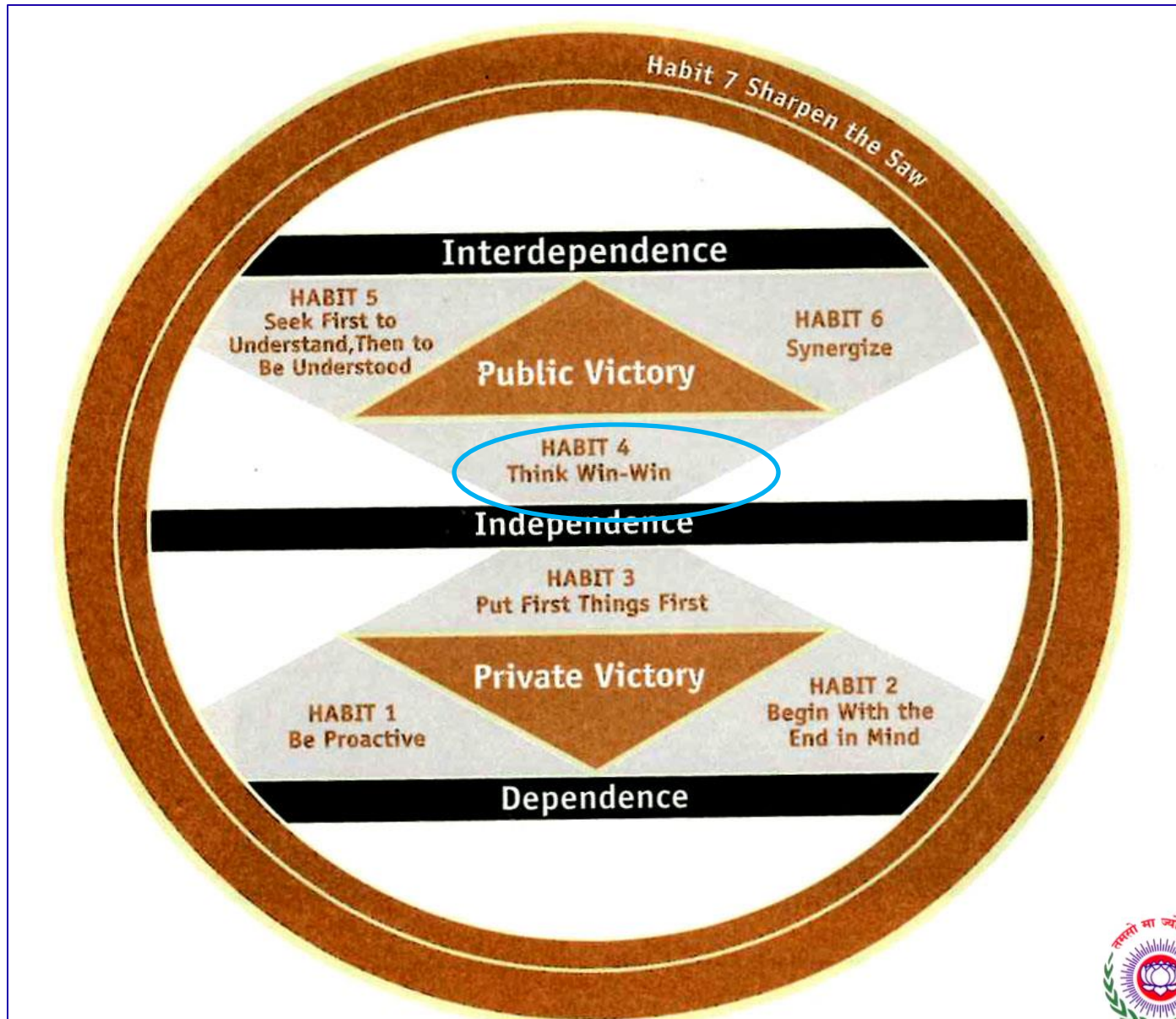
Sessions prepared by  
Dr.K.Tirupataiah,IFS  
Additional DG MCRHRDIAP

## Habit-4:

Source; Signature Programme on 7 Habits of Highly Effective People



# Maturity Continuum



Source; Signature Programme on 7 Habits of Highly Effective People



# Habit-1: Habit of Choice

## Paradigm-

- Ineffective: I am a product of my circumstances

- **Effective: I am a product of my choices**

**SEE-DO-GET**  
Cycle



## Results

- More self-awareness
- Greater initiative
- Increased influence
- Becoming the creative force of your life

## Behavior

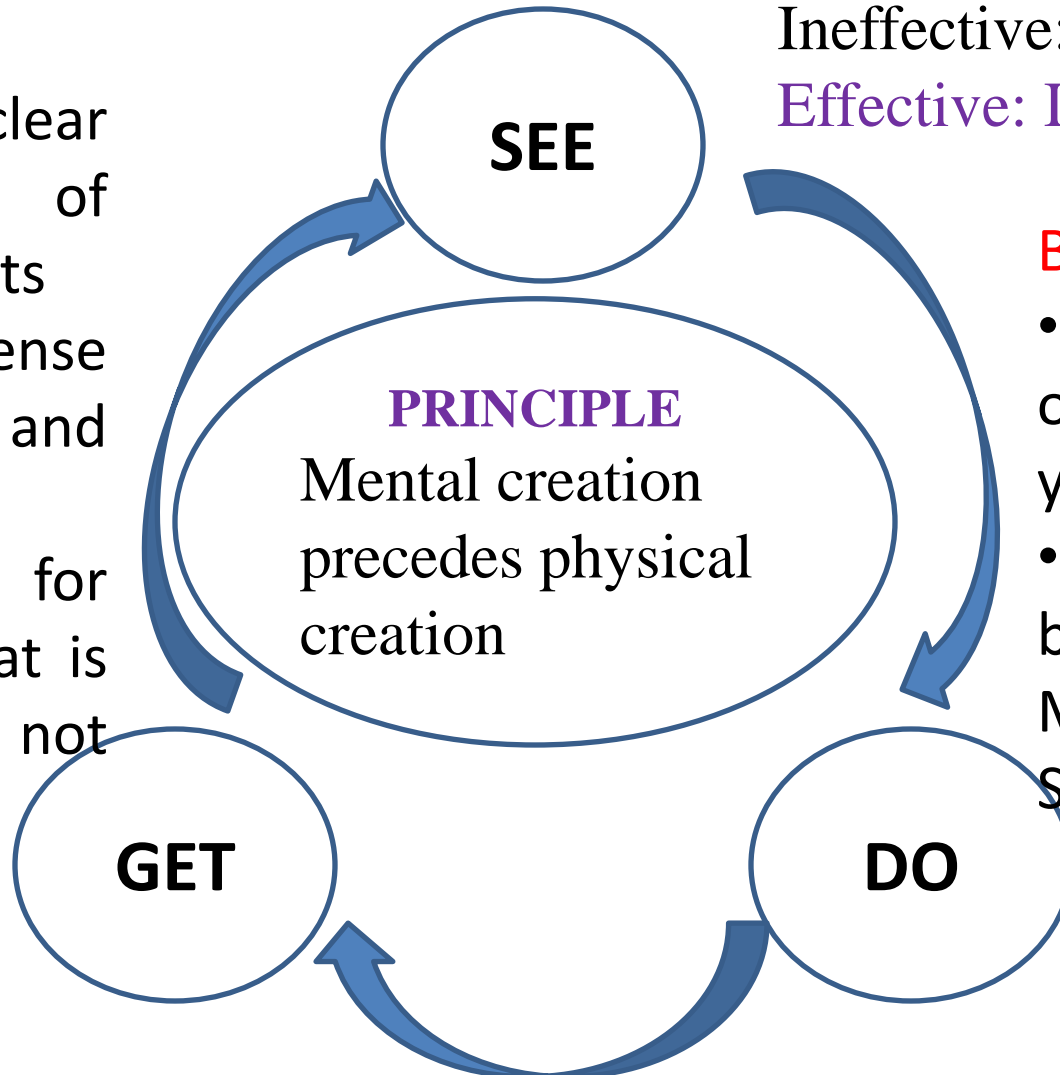
- Pause and respond based on principles
- Use proactive language
- Expand your circle of influence
- Become a transition person



# Habit-2: Habit of Vision

## 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



## Habit-3 :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-4: Think Win-Win

## The Habit of Mutual Benefit

Source; Signature Programme on 7 Habits of Highly Effective People



# *Mahābhārata Shānti-Parva 167:9)*

- *tasmād\_dharma-pradhānéna bhavitavyam yatātmanā | tathā cha sarva-bhūtéṣhu vartitavyam yathātmani ||*
- (तस्माद्धर्मप्रधानेन भवितव्यं यथात्मना।  
तथा च सर्वभूतेषु वर्तितव्यं यथात्मनि॥
- by self-control and by making *dharma* (right conduct) your main focus, **treat others as you treat yourself.**"

- "Do unto others as you would have them do unto you".

[Matthew 7:12 NCV](#), see also [Luke 6:31](#)).

- Qur-an : ٥٠ *Aheb li akheek ma tuhibu li nafsik.*  
"Wish for your brother, what you wish for yourself" or "Love your brother as you love yourself".



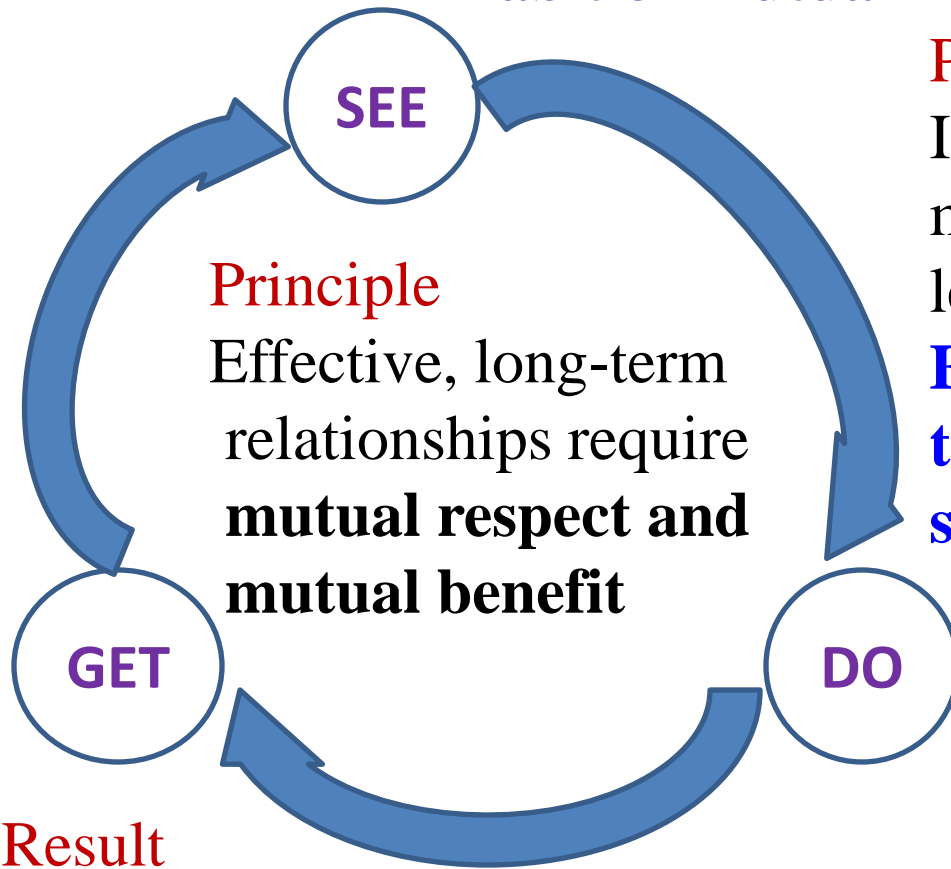
We have committed the Golden Rule to **memory**,  
Let us now commit it **to life**

Edwin Markham

Source; Signature Programme on 7 Habits of Highly Effective People



## Habit of Mutual Benefit



### Paradigm

Ineffective: There is only so much, and the more you get, the less there is for me

**Effective: There is plenty out there for everyone, and more to spare**

### Behavior

- Balance courage and consideration
- Seek mutual benefit
- Create Win-Win Agreements
- Build win-win systems

### Result

- Faster solutions to problems
- More team involvement
- Generosity of spirit
- Rich relationships

Source; Signature Programme on 7 Habits of Highly Effective People



# Paradigms of Human interactions

Win-Win	Seeks mutual benefit
	Is cooperative, not competitive
	Listens more, stays in communication longer, and communicates with more courage
Let's Find a solution that works for both of us	
Driven by desire to be happy and satisfy others	

Source; Signature Programme on 7 Habits of Highly Effective People



# Paradigms of Human interactions

Win-Lose	Is very common scripting for most people
	Is the authoritarian approach
	Uses position, power, credentials, possessions or personality to get the win
I am going to beat you no matter	
Driven by comparison, competition, position and power	

Source; Signature Programme on 7 Habits of Highly Effective People



# Paradigms of Human interactions

Lose-Win	Voices no standards, no demands, no expectations of anyone lese
	Is quick to please or appease
	Buries a lot of feelings
I always get stepped on	
Easily intimidated and borrow strength from acceptance and popularity	

Source; Signature Programme on 7 Habits of Highly Effective People



# Paradigms of Human interactions

Lose-Lose	Is the mindset of highly dependent person
	Is a no win because nobody benefits
	Is a long-term result of win-lose or win
If I am going down, you are going down with me	
Envy and criticize others	

Source; Signature Programme on 7 Habits of Highly Effective People



# Paradigms of Human interactions

Win	Is self-centered
	Thinks “me first”
	Doesn't really care if other person wins or loses
As long as I win, I don't care if you win or lose	
No sensitivity or awareness of others	

Source; Signature Programme on 7 Habits of Highly Effective People



# Paradigms of Human interactions

Win-Win or No Deal	Allows each party to say no
	Is the most realistic at the beginning of a relationship or business deal
	Is the highest form of win-win
Let's find a solution that works for both of us, or let's not play	
They agree to disagree agreeably	

Source; Signature Programme on 7 Habits of Highly Effective People



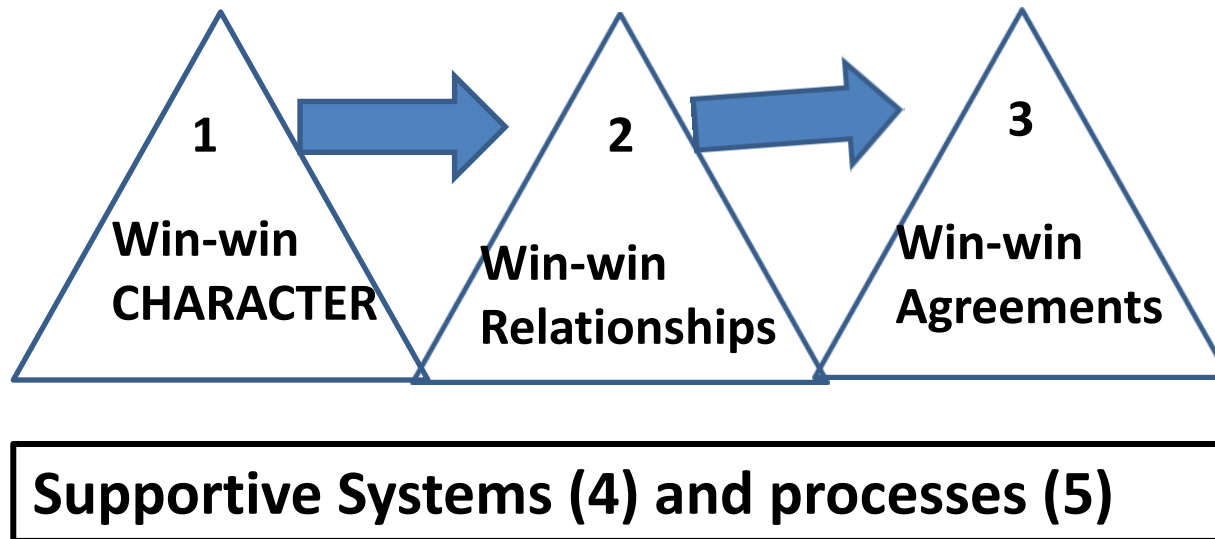


# Win-Win

- It is the habit of interpersonal leadership
- Involves mutual learning, mutual influence and mutual benefit
- Interpersonal leadership comes from personal leadership –of human endowments



# Dimensions of Win-Win



Source; Signature Programme on 7 Habits of Highly Effective People



# Character traits

- **Integrity**- knowing our real values, priorities, acting on them
- **Maturity**- balance between courage and consideration
- **Abundance mentality**- there is plenty out there for everyone

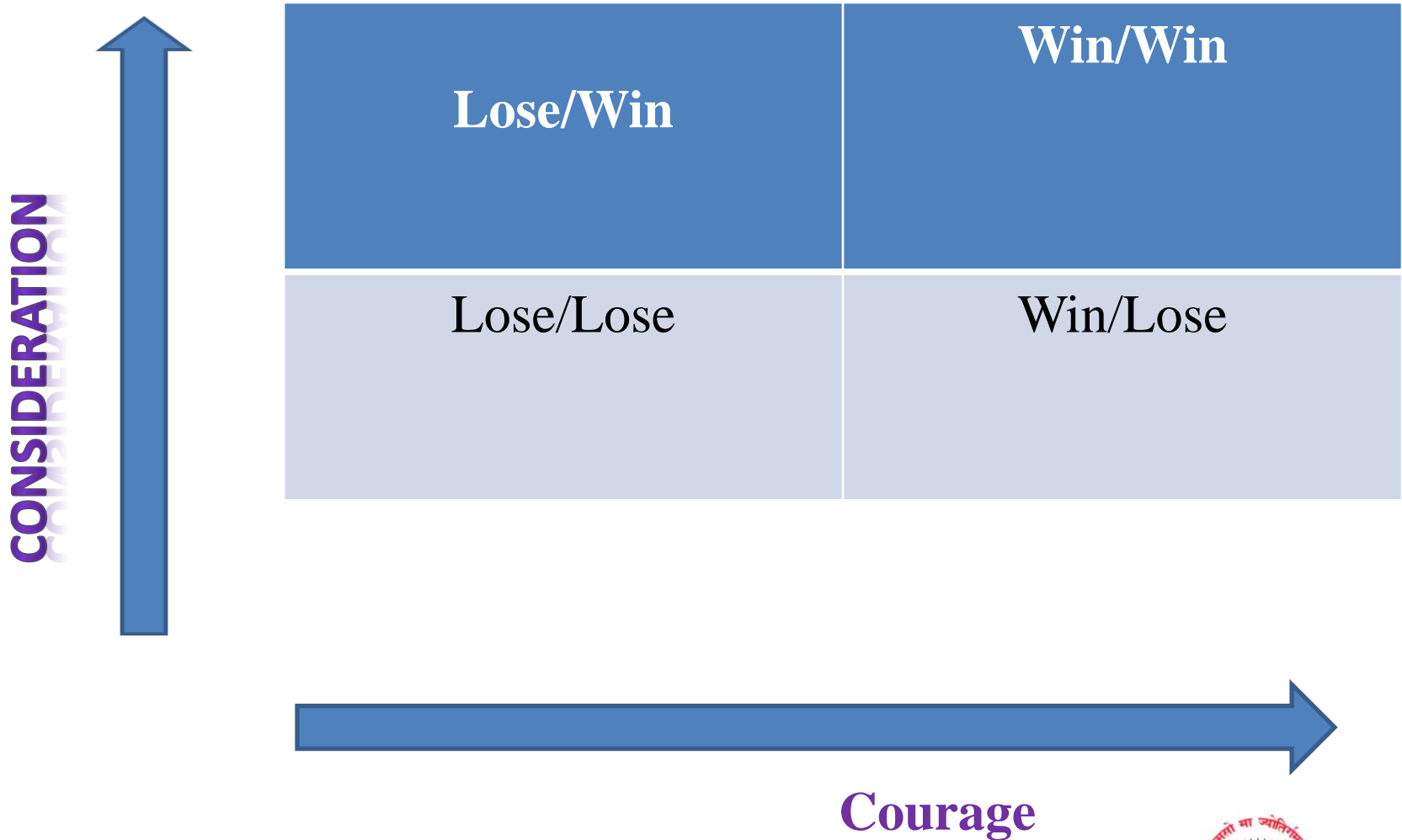


# Abundance or Scarcity Mindset

Abundance	Scarcity
I believe there is plenty out there for everybody	I believe there is only so much, and the more you get, the less there is for me
I am happy for the success of others, especially those closest to me	I am threatened by the success of others, especially those closest to me
I treat everyone with equal respect	I treat people with varying degrees of respect based on position or status
I find it easy to share recognition and credit	I have difficult time sharing recognition and credit
I have a deep inner sense of personal worth and security	I find my sense of self-worth from being compared and from competition



# Balance Courage and Consideration



Source; Signature Programme on 7 Habits of Highly Effective People



# How to achieve win/win

- Courage- willingness and ability to speak your thoughts and feelings
- Willingness and ability to seek and listen to others' thoughts and feelings with respect
- **Exercise**-Pick one each of personal and professional relationships , examine your typical interaction with them and rate on the grid



- High courage and high consideration needed for win/win
- I can listen and understand but I can also courageously confront your convictions
- Trust and Emotional bank Account are essential for forging win/win
- In the absence of the above- I will not make the investment necessary to make the task succeed, “maliciously obedient” - only do as told, accept no responsibility

Source; Signature Programme on 7 Habits of Highly Effective People



# Action

- **Win/Lose to Win/Win-** associate with a mentor, role model who thinks and practices Win/Win
- **Models of win/win-** In Search of Identity by Anwar Sadat, Watch- Chariots of Fire film or Les Miserables play





# When to think Win-Win

Benefits of Competition	Challenges of Competition

Remember Win-Win especially

- In situations of conflict
- In long-term relationships
- In interdependent situations

You don't have to blow out the other person's light to let your own shine

**-Bernard M. Baruch**

Source; Signature Programme on 7 Habits of Highly Effective People



# Seek Mutual Benefit

Choose a relationship/situation that could benefit from win-win thinking

What's a win for you?	What's a win for them?

One of the biggest things I've learned is that I don't have to always be right.

**-Jeffrey B. Swartz**

Source; Signature Programme on 7 Habits of Highly Effective People



# Agreements

- Also called performance agreements or partnership agreements
- Shifts paradigm of productive interaction from vertical to horizontal, from supervision to self-supervision, from positioning to partnership for success



# Win-Win Agreements work great when you want to

- Clarify expectations
- Increase empowerment
- Delegate responsibilities
- Align conflicting priorities

Source; Signature Programme on 7 Habits of Highly Effective People



# Create Win-Win Agreements

## Elements of an effective Win-Win Agreement

<b>Desired Results</b>	<b>What's the end in mind? What are the outcomes I want?</b>
Guidelines	What rules do I follow? What are the guidelines for accomplishing the results?
Resources	What resources do I have to work with ( people, money, tools, materials, technology)
Accountability	How will we measure how well it's going?
Consequences	What are the rewards of achieving the outcome? What are the consequences of not achieving the outcomes?

Source; Signature Programme on 7 Habits of Highly Effective People



# Example of Win-Win Agreements

## Example of Parent-Child

<b>Desired Results</b>	<ul style="list-style-type: none"><li>• Homework done each day, better grades</li><li>• Stop nagging</li></ul>
<b>Guidelines</b>	<ul style="list-style-type: none"><li>• Can't watch TV or play computer until homework is done</li><li>• Remember no more than once a day to do homework</li></ul>
<b>Resources</b>	<ul style="list-style-type: none"><li>• Parents, tutor, after-school programs</li></ul>
<b>Accountability</b>	<ul style="list-style-type: none"><li>• Parent signs off on homework every day, checks online for grades</li></ul>
<b>Consequences</b>	<ul style="list-style-type: none"><li>• Positive- feel better about self, dinner and movie with parents</li><li>• Negative- If unsuccessful- summer school</li></ul>

Source; Signature Programme on 7 Habits of Highly Effective People



# Build Win-Win Systems

Win-Win System	Win-Lose System
Grading on a standard in a class at school	Grading on a forced curve in a class at school
All sales people who achieve 110 % of their goal achieve President's Club	Top 5% of sales force achieve President's Club
Each child who achieves his or her GPA goal for the semester gets a night out with Mom	The child with the highest GPA each semester gets to choose where the family eats out
A performance management system based on both personal production and team contribution	A performance management system based only on personal production, not team-related issues

Source; Signature Programme on 7 Habits of Highly Effective People



# Consequences

## Personal Consequences

- **Financial-** allowances, penalties
- **Psychic-** recognition, respect, credibility or loss of it
- **Opportunity-** training, development, perks or other benefits
- **Responsibility-** scope and authority enlarged or diminished

## Organisational consequences?

What if I come late? I refuse to cooperate with others?





**THANK YOU FOR YOUR ATTENTION**

# Build Win-Win Systems

- Systems need to support it- training, planning, communication etc
- Identify an area in your own life where you feel you may have created or supporting a win-lose system ( family or work place)
- What is the one action you will take within your circle of influence to improve that system?

