

The 7 Habits of Highly Effective People

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The Foundation

Sow a thought, reap an action;
Sow an action, reap a habit;
Sow a habit, reap a character;
Sow a character, reap a destiny.

- Samuel Smiles

‘An Idea can change your life’- Idea ad



Character: The Roots of Effectiveness

- Visible, outside- Personality
- Invisible, inside- Character

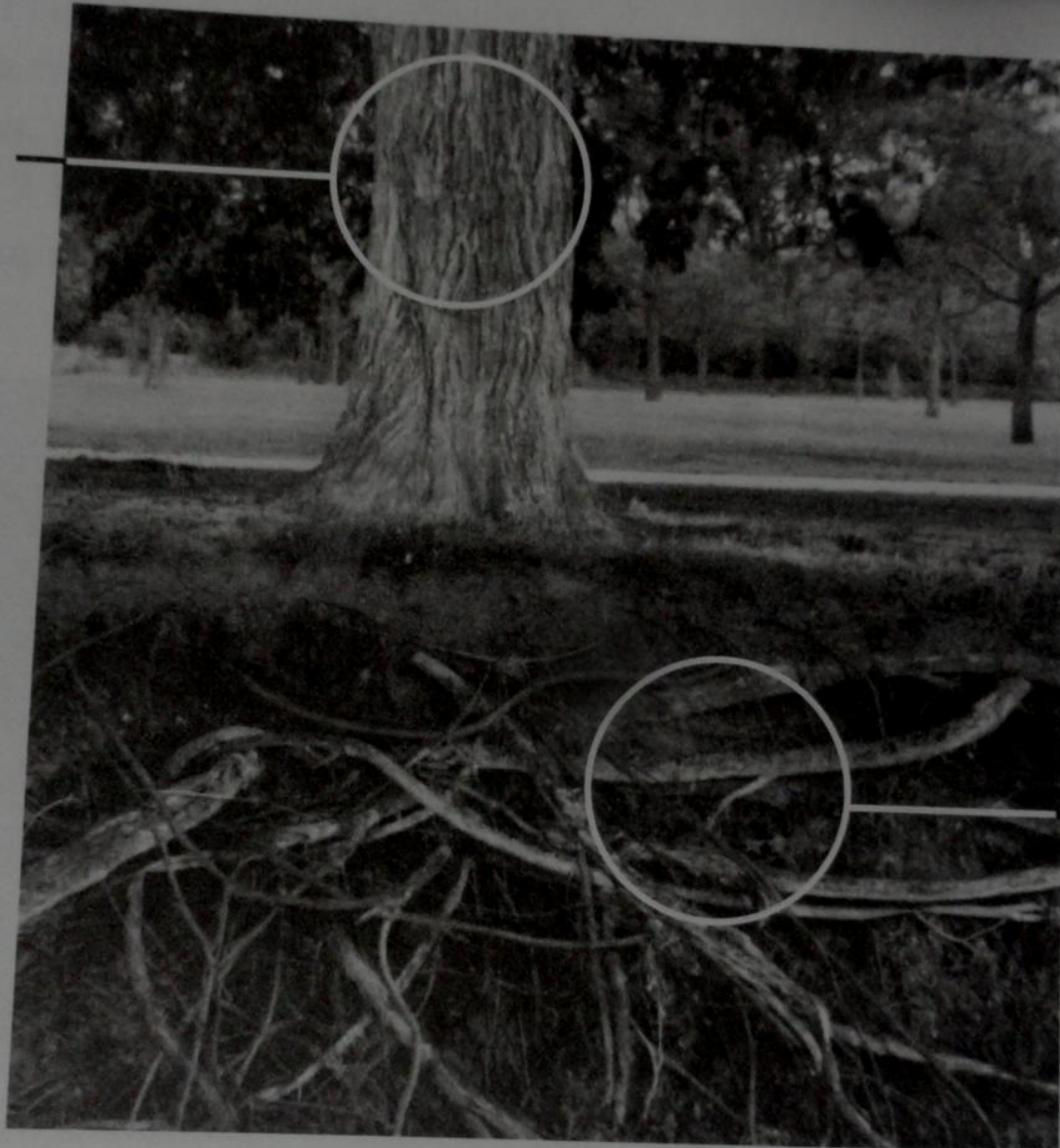
“The top-of-the-tree is what people see first. Although image, techniques and skills can influence your success, the source of real effectiveness lies in the roots”

“Our first energies should go to our own character development, which is often invisible to others, like the roots that sustain great trees. As we cultivate (water, nutrients)the roots, we will begin to see the fruits”.

-Stephen R. Covey



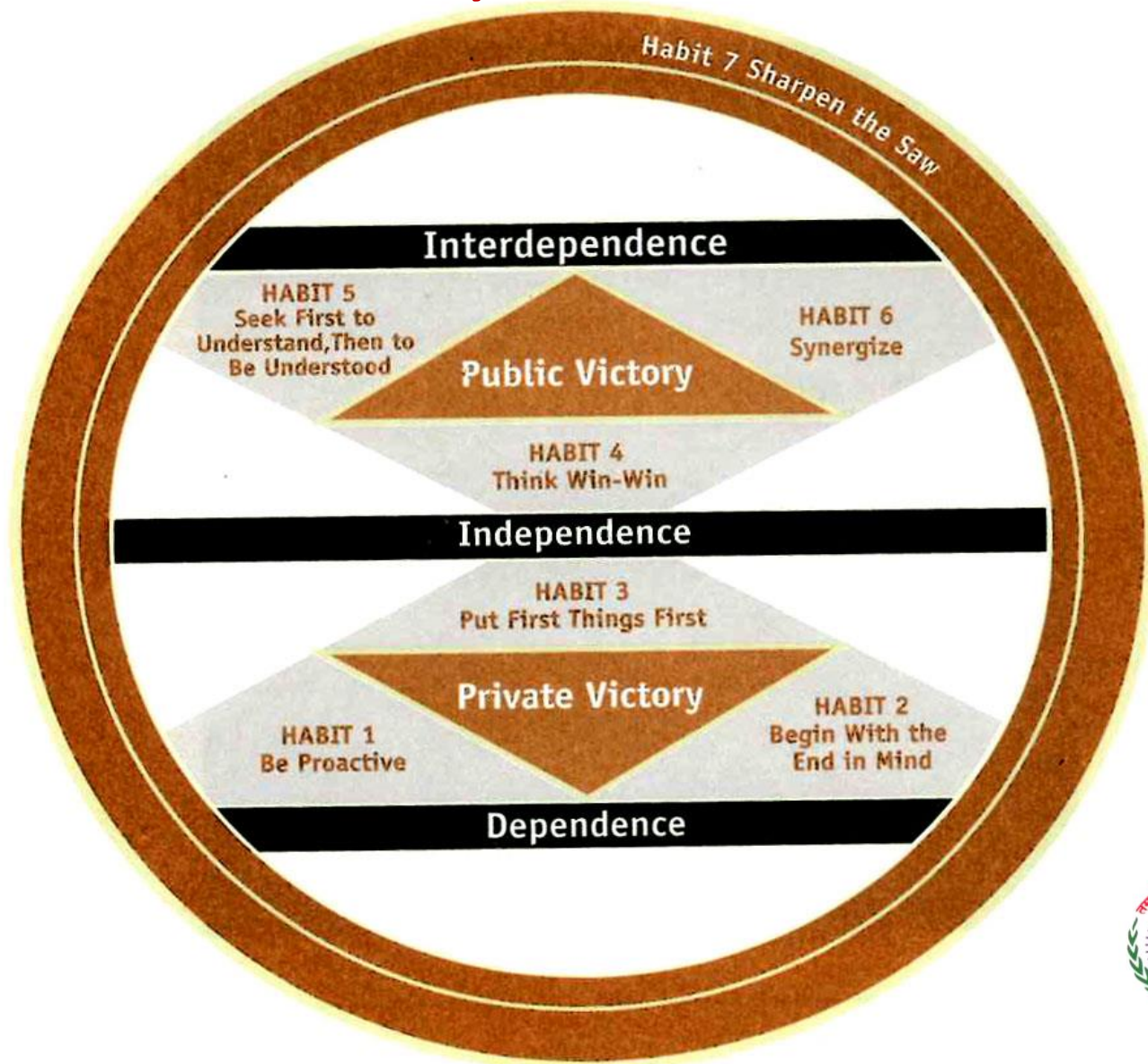
Personality



Character



Maturity Continuum



Maturity Continuum

- Illustrates stages of **progression**
- From dependence to Independence and Interdependence
- **“We experience ----- Victory when we learn self-mastery and self-discipline.**
- **We reap the ----- when we build deep, lasting, highly effective relationships with other people”.**



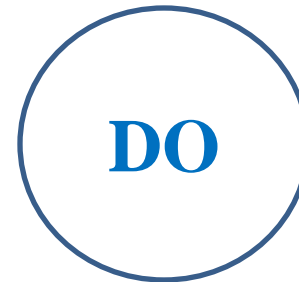


Paradigm- the way we see, understand and interpret the world; our mental map.

Results, outcome



Principles-
Naturally
occurring laws



Behavior,
actions

The results we ----- in life depend on what we ----- . What we ----- in life depends on how we ----- the world around us.

We get superb results when we align our paradigms with -----,





Effects of Conditioning

- We see what we are conditioned to see,
 - We are conditioned by our up-bringing, environment and experience
- “If you want small change, work on your behavior; if you want quantum-leap changes, work on your paradigms”

-Stephen R. Covey



Examine your Paradigms

- Individuals are products of learning and experience
- No two individuals share the same knowledge base or the same set of experiences.
- Consequently, no two people share identical paradigms.

Think of a time or an event in your life in which you experienced a **Paradigm Shift** (e.g., experienced a role change, witnessed a dramatic event, saw someone in a new light, learned new information).



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?

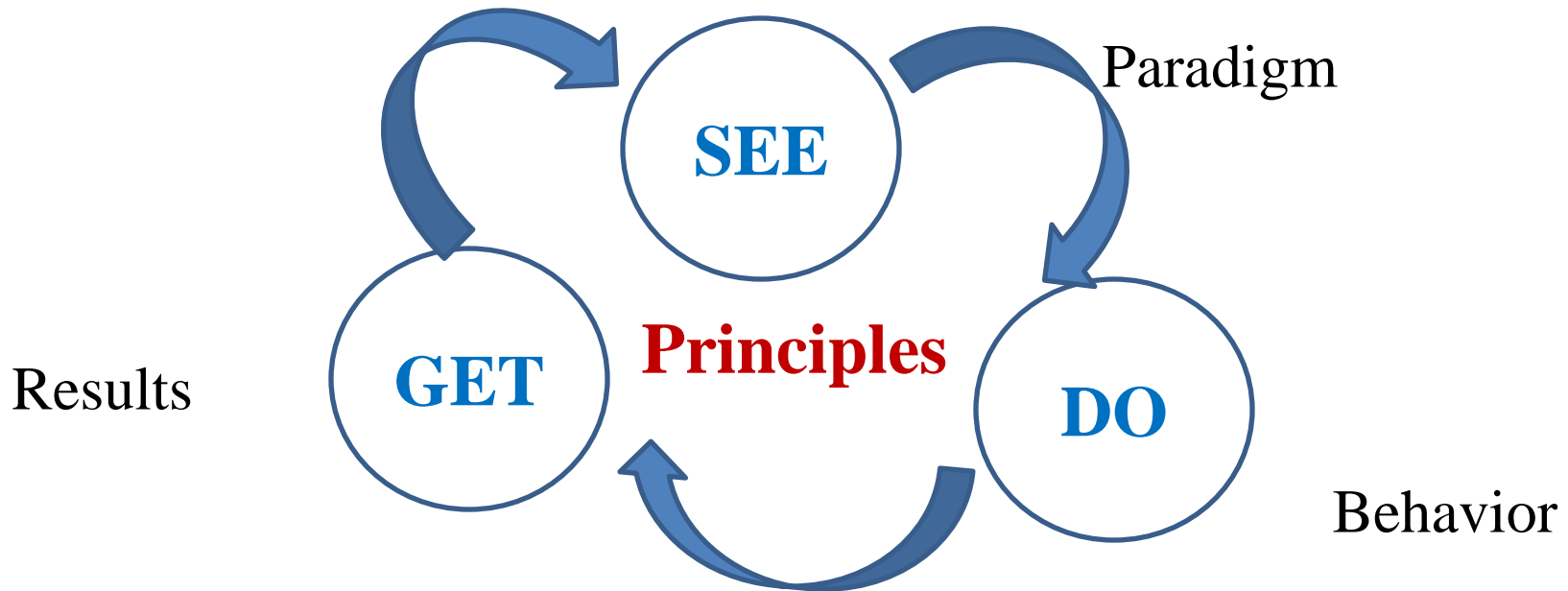


Principles govern

- Self-evident natural laws
- We get superb results when we align our paradigms with principles of effectiveness
- Understanding of principles empower and enable us

Principles are	Principles are not
Self-evident, natural laws	Situational
Universal, Timeless	Temporary
Objective	Subjective (internal)
At work whether or not we understand or value them	Dependent on whether we value them





Live by the Principles of the 7 Habits

- Our results are affected by our paradigms and behavior
- As we work on them in light of the principles we can establish new habits
- Therefore, change the results we get

Each habit is based on:

- Principles of effectiveness
- Paradigms that is aligned with the principle
- Behavior that produces an effective result



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

‘Efficiency’?



Your P/PC Balance

1. What results are you responsible for on your job?
2. How do the resources help you produce the desired results?
3. What are you and your organization doing to maintain these resources?
4. How healthy is your P/PC balance at work?

JOB	Role	Result	Resources
AEE	Maintain Pump House	It should not fail	Electricity, Grease, operator, Fuses
	Write Files	Submit in time	Paper, File pad
	Prepare Estimates	Submit in time	SSR, Datas, Technical advice, computer etc

