

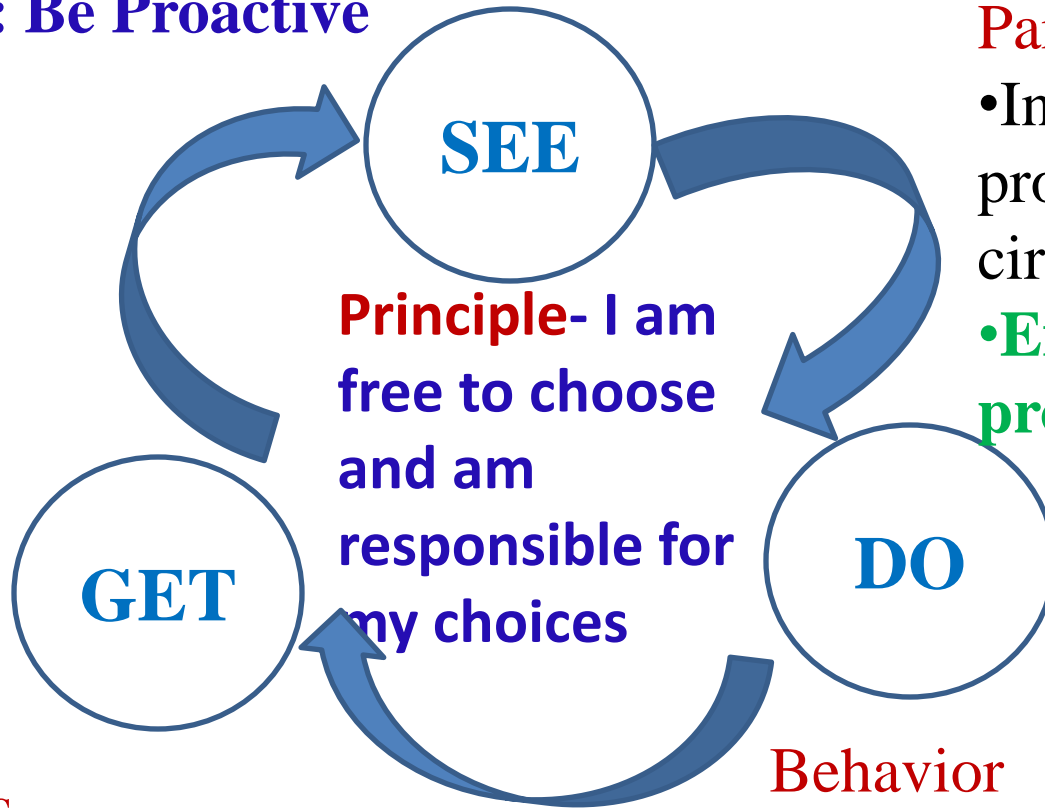
The 7-Habits of Highly Effective People

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Additional DG MCRHRDI

Habit-6



Habit-1: Be Proactive



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

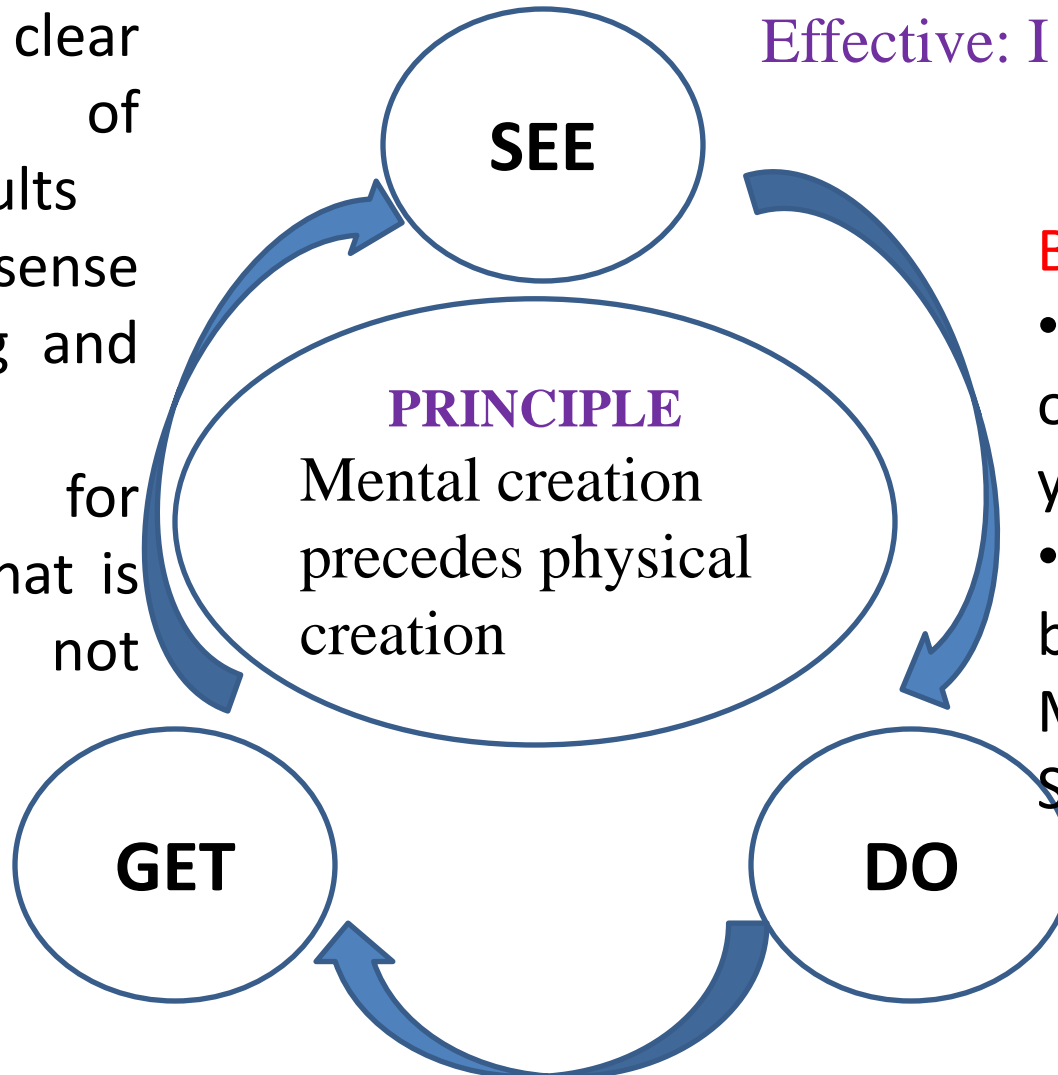
- Pause and respond based on principles
- Use proactive language
- Expand your circle of influence
- Become a transition person



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

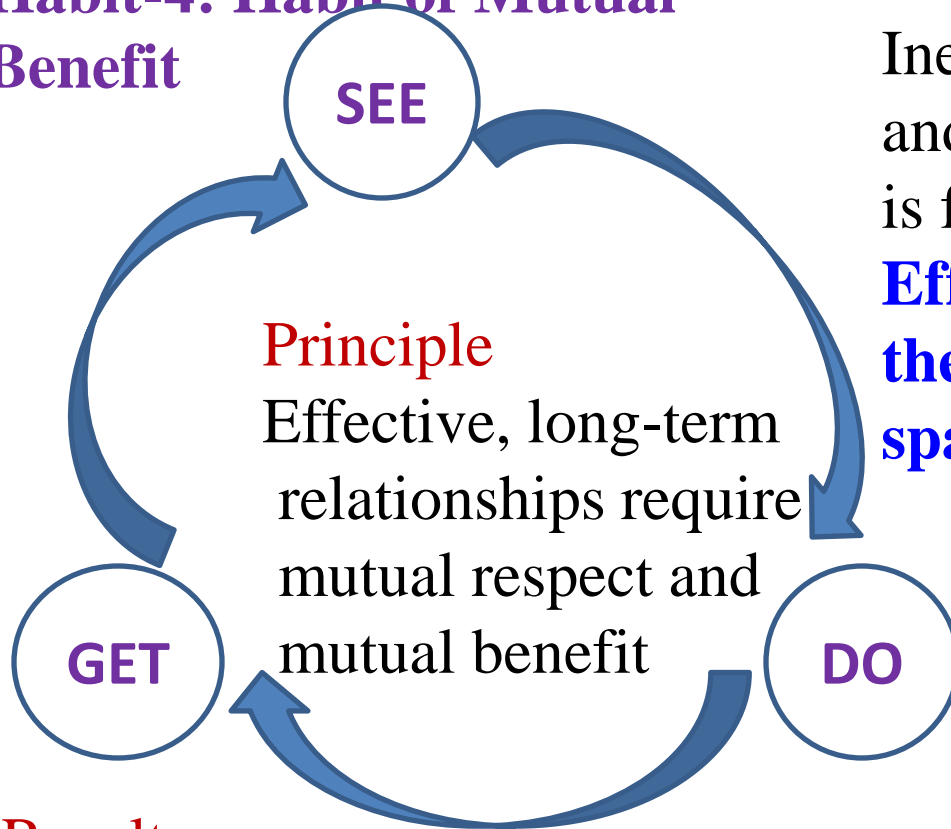
Result

- 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: Habit of Mutual Benefit



Result

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

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

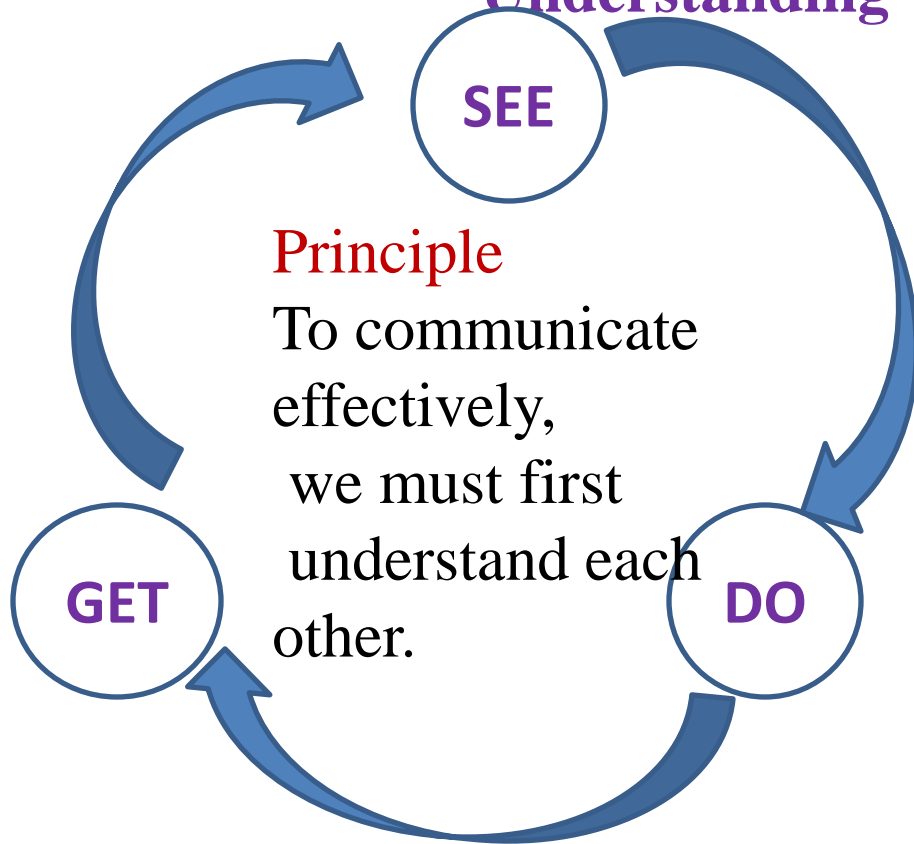
Behavior

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

Source; Signature Programme on 7 Habits of Highly Effective People



Habit-5: Habit of Mutual Understanding



Paradigm

Ineffective: I listen with the intent to reply

Effective: I listen with the intent to understand

Behavior

- Diagnose before you prescribe
- Listen empathically
- Seek to be understood from the other's perspective

Result

- Greater influence with others
- Solutions to complex problems
- Clarity on real issues
- Faster problem solving



Habit-6: Synergize

The Habit of Creative Cooperation

I take as my guide the hope of a saint:

In crucial things, unity-

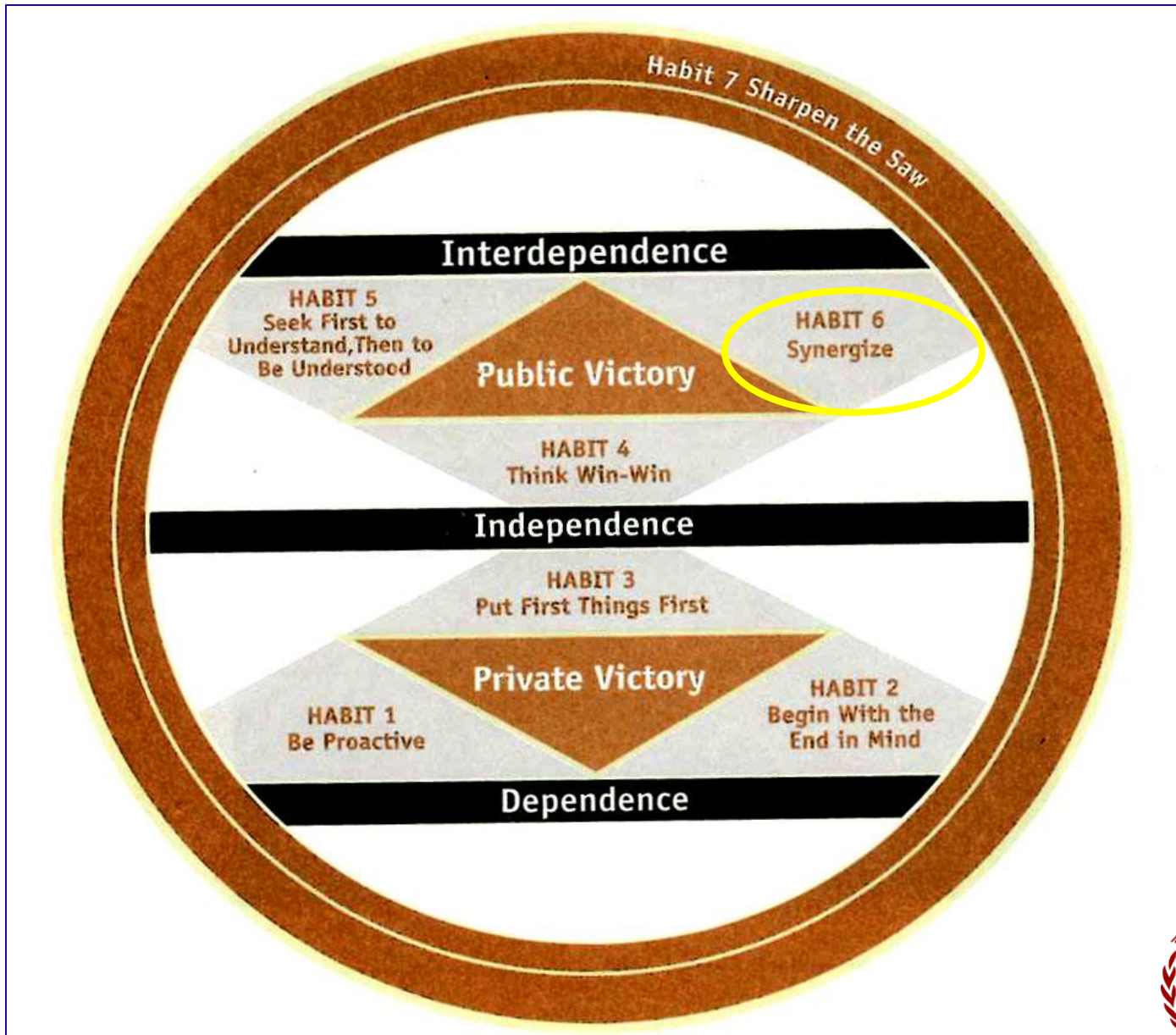
In important things, diversity-

In all things, generosity.

Inaugural Address of
President George H.W. Bush



Maturity Continuum



The enemy of the best is the good

- Voltaire

- The exercise of all of the other habits prepares us for this habit



Synergy definition

- the interaction or cooperation of two or more organizations, substances, or other agents to produce a combined effect greater than the sum of their separate effects.
- "the synergy between artist and record company"

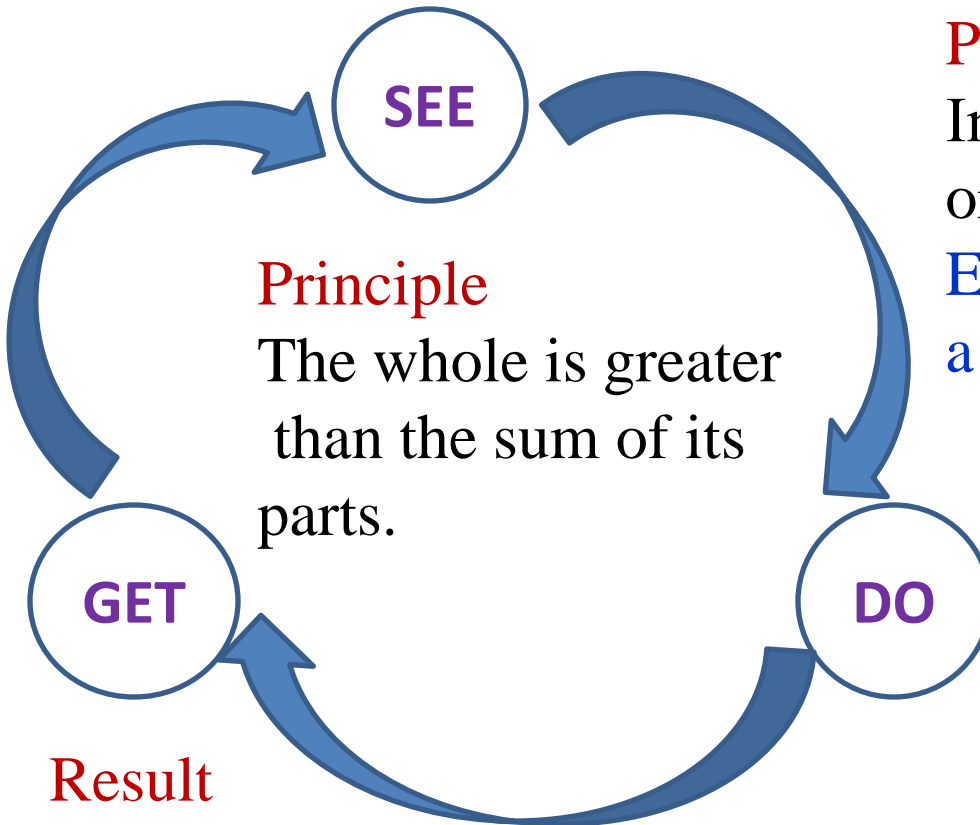
- syn·er·gy



- **noun** \ 'si-nər-jē \: the increased effectiveness that results when two or more people or businesses work together
- A *synergy* has developed among the different groups working on this project.



Habit of Creative Cooperation



Paradigm

Ineffective: It's either your way or my way, or a compromise

Effective: Together we can create a better way, a higher way

Behavior

- Value and celebrate the differences
- Practice creative cooperation

Result

- Innovation and invention
- New and better solutions
- Transformed relationships
- Appreciation of diverse perspectives

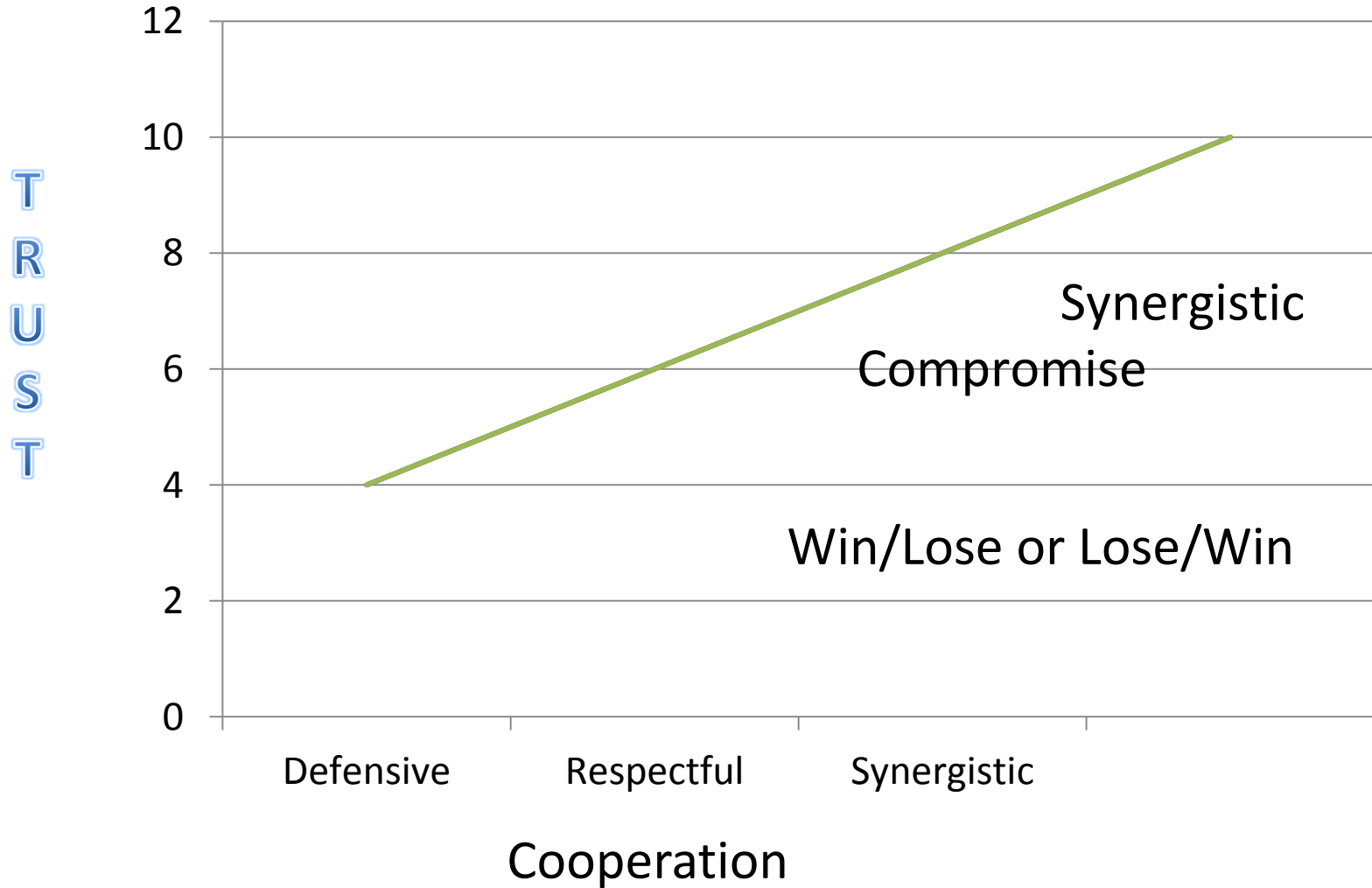


What is Synergy

- It is a creative process
- All things in nature are synergistic
- It is also most terrifying- don't know what will happen
- Requires enormous amount of internal security
- Spirit of adventure, discovery, creativity
- Ready to leave base camp? Your position?
- Will make one pathfinder, trailblazer
- Man and woman working together to bring up a child calls for synergy
- Opens up persons and communication levels



Levels of communication



Case- Fishing for Third Alternative

- A couple's dilemma
- Vacation vs visit ailing mother
- Let us role play



Case-Fishing for Third Alternative

- What decision did they take?
 - A source of criticism over insensitivity
 - Polarize the family
 - Family relations deteriorate
 - OR
 - It brings them together
 - Each one understands the other better
 - More emotional bank account



Husband's way	Wife moody, withdrawn Calls husband insensitive Keep it in mind life long
Wife's way	Husband moody, withdrawn, children bored Accuse wife as spoiler of vacation
Childrens' way	Does any one care?

Third Alternative

Locate camp near to mother's place

Call cousins etc to give company to children at mother's place

Other ideas?

Not transaction but transformation

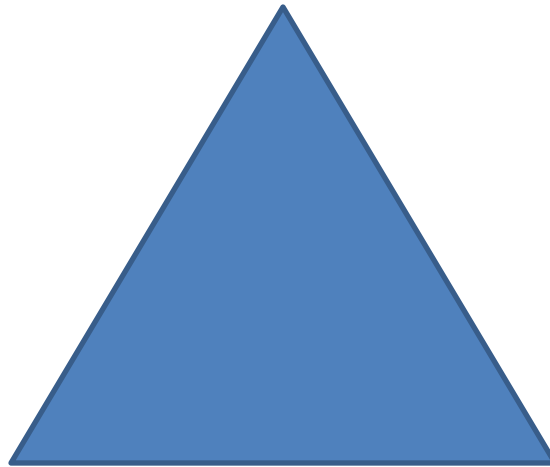
Ingredients for synergy

- Emotional bank Account
- Think win/win
- Seek first to understand



Ingredients for synergy

- Buddhism calls it ‘The Middle way’
- Middle is not compromise but middle is the peak at the centre like the apex in a triangle



Ingredients for negative synergy

- One foot on break and the other on the gas
- Need to align others' paradigm to ours
- Need to clone others
- Want to be independent state in an interdependent situation

- When a person has access to both intuitive, creative and visual right brain and the analytical, logical verbal left brain, then the whole brain is working
- Whole life- life is not just logical but also emotional



Value and celebrate the differences

- People do not see the world as it is but as they are
- Those with humility and reverence recognize their perceptual limitations and appreciate the rich resources around them
- People are often threatened by differences of opinion, perspective, or background.
- Highly effective people don't just tolerate differences or accept them- they celebrate them.



Exercise

- Discuss a situation from your work or personal life in which valuing the differences produced greater results than what you could have produced otherwise.
- What differences were valued?
- What did you say or do that showed you valued the differences?
- What did you learn from the experience?
- What effect did valuing the differences then have on the way you treat others now?



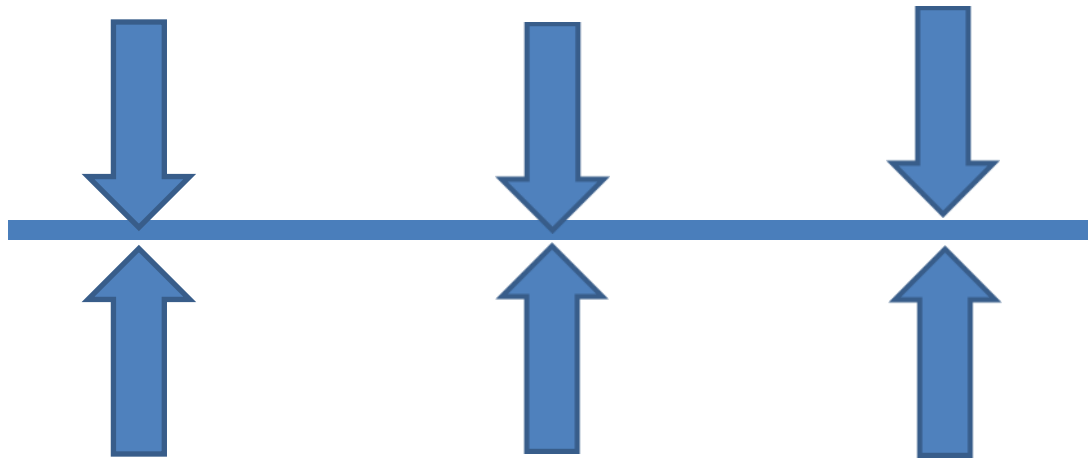
Exercise

- The Animal Farm by Dr.R.H. Reeves
 - All animals to take all classes
 - Swimming, running, climbing, flying
 - Duck, Rabbit, Squirrel,Eagle, EEL
 - Prairie dogs boycotted since no curriculum on digging and burrowing, opened new school



Force Field Analysis

Restraining Forces



Driving Forces



Force Field analysis

- Kurt Lewin , Sociologist developed the model
- Current level- equilibrium between the driving and restraining forces
- **Driving forces-** positive, reasonable, logical, conscious, economic
- **Restraining forces-** negative, emotional, illogical, unconscious, social/psychological

Force Field analysis

- Improving driving forces may give results for a while
- Unless restraining forces are reduced- it becomes harder to improve
- Use **motive** of Habit-4, **Skill** of Habit-5 and **interaction** of Habit-6 to work on the restraining forces
- You can loosen, unpack and unfreeze the restraining forces
- Result- new goals, shared goals, faster driving force

If two people have the same opinion,
one is unnecessary.

-Stephen R. Covey



Synergizing



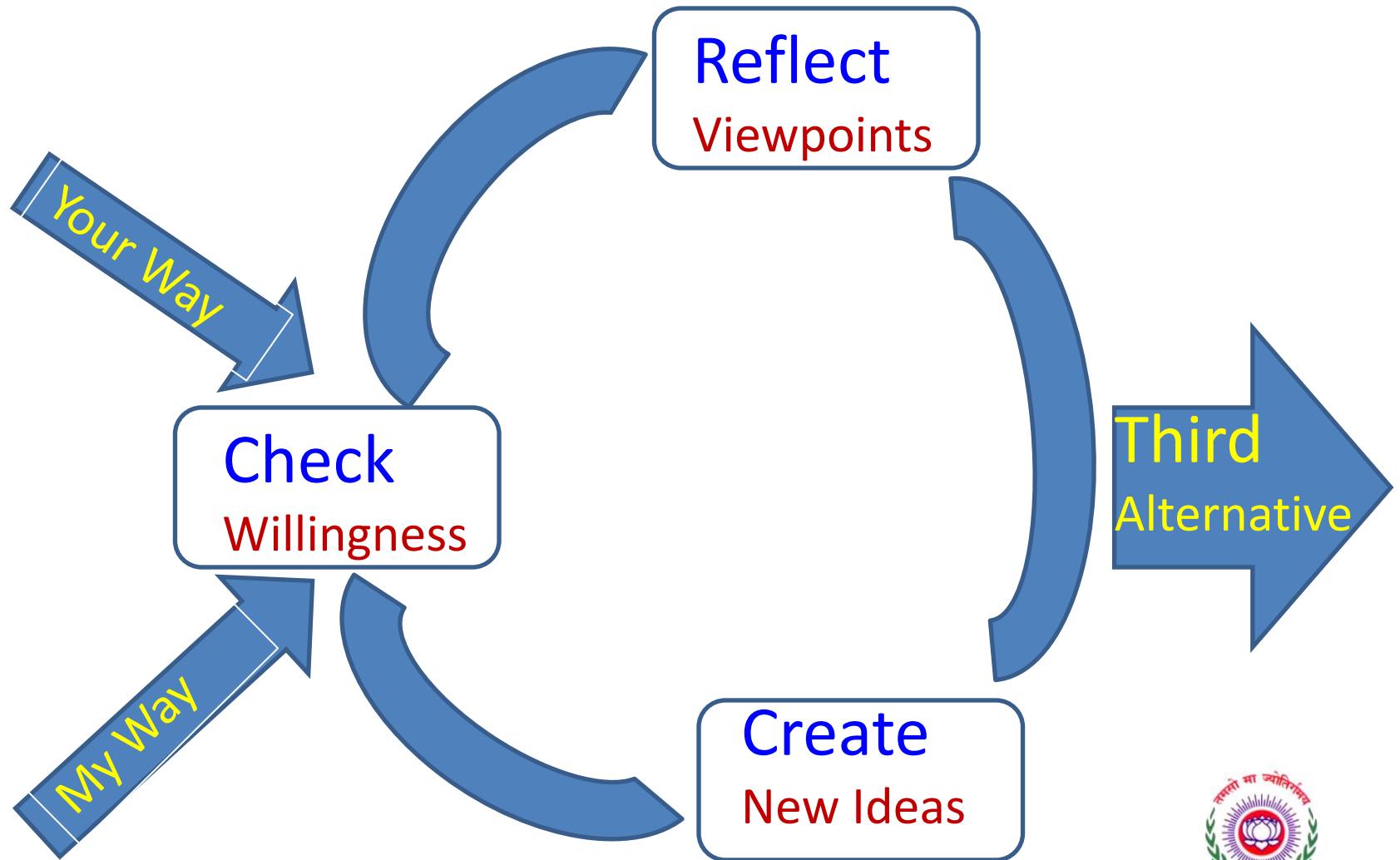
Synergizing is:	Synergizing is not:
Results-oriented, positive energy	A brainstorming free-for-all that leads nowhere.
Examining, exploring, and seeking different perspectives openly enough to alter or complete your paradigm.	Accepting another's ideas as full truth.
Win-Win cooperation.	Win-lose competition.
Having a mutually agreed-upon end in mind.	Group-think (giving in to peer pressure)
Worth the effort and highly effective.	Just a negotiation technique.

Synergizing

Types of Interaction	Interaction result	Outcome
1.Synergy-Third Alternative	$1+1=3,10,100$	Transformation
2.Compromise	$1+1=1\ 1/2$	Transaction
3.Defensiveness	$1+1=1/2$	Contention
Hostility	$1+1=-1,-10,-100$	



Getting to Synergy



Synergy

- **Check Willingness.** Be willing to search for a solution that is better than what either of you has in mind.
- **Reflect view points.** Restate the other's viewpoint to his or her satisfaction before you state your own.
- **Create new ideas.** Propose and refine new ideas. Go back for further understanding until you arrive at a Third Alternative.





Check Willingness

- When you face a problem or an opportunity, start the 'Getting to Synergy' process by asking the other party, " Would you be willing to search for a solution that is better than what either of us has in mind?"
- Often a lack of trust is one of the reasons people are unwilling to search for a Third Alternative. Fill in the common "blocks" to synergy below:

Block-1	Block-2	Block-3

Humility and Reverence for others



When you feel you are right, are you willing to put aside your own personal views and feelings so you can truly listen to the other person?

Willing -----|-----|-----|-----|-----|----- Unwilling

When you feel your ideas are being attacked, are you willing to keep yourself open to the thoughts and feelings of others that may be uncomfortable for you?

Open -----|-----|-----|-----|-----|----- Not Open

Do you believe that humility and vulnerability are actually strengths and not weaknesses?

Strengths ----|-----|-----|-----|-----|----- Weaknesses

Check Willingness

People who are truly effective have the humility and reverence to recognize their own perceptual limitations and appreciate the rich resources available through interaction with the hearts and minds of other human beings.

I do not know

Can you please help me?

- Stephen R. Covey



Reflect View Points

- As you continue the process of Getting to Synergy, ask the other party,“ Would you agree to a simple ground rule: I can’t make my point until I restate yours to your satisfaction; you can’t make your point until you restate mine to my satisfaction?”
- Result- complete understanding and reflection of one’s own point.



Create New Ideas

- Once you feel you have achieved a solid level of mutual understanding, propose and refine alternatives: a new insight, a model, a plan of action, or a prototype.
- Keep refining, creating, and going back for further understanding until you have arrived at a Third Alternative.



Create New Ideas

- Going for a third alternative takes an enormous amount of internal security. You begin with the spirit of adventure and discovery. You leave your comfort zone and confront an entirely new and unknown wilderness.
- But in doing so, you become a pathfinder. You open new possibilities and new territories that others can follow.



How do you know you created a third alternative?

- When both of you:
 - Have a change of heart
 - Feel new energy and excitement
 - See things in a new way
 - Feel the relationship has transformed
 - End up with an idea that is better than what either of you started with.



Getting to Synergy Scenario

- At 7 am on Saturday you are awakened by the phone ringing. It's your neighbour who, rather gruffly, tells you that your barking dog kept him awake for several hours last night. He suggests you put the dog to sleep. You are taken aback by his comment and feel defensive. But then you remember win-win. Rationally, you suggest there is probably an alternative that could satisfy both you and your neighbour, and you ask him for suggestions.
- Together, you resolve your differences and create a Third Alternative



Getting to Synergy Scenario

- Your View Point

- Neighbor's View point

- Third Alternative



Don't expect anything original
from an echo

- Dune Muncy



All Nature is Synergy

- **Ecology**- synergy in nature- interactive , effect is maximised
- Your circle of influence effects synergy a great deal (do not take anything personal)



Practice

- Next time you have a disagreement or confrontation with someone, attempt to understand the concerns underlying that person's position. Address those concerns in a creative and mutually beneficial way





**THANKS
FOR YOUR ATTENTION**