

# The 7-Habits of Highly Effective People

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

Habit-1: The Habit of Choice



# Habit-1: Be Proactive

## The Habit of Choice

When we can no longer change a situation, we are challenged to change ourselves.

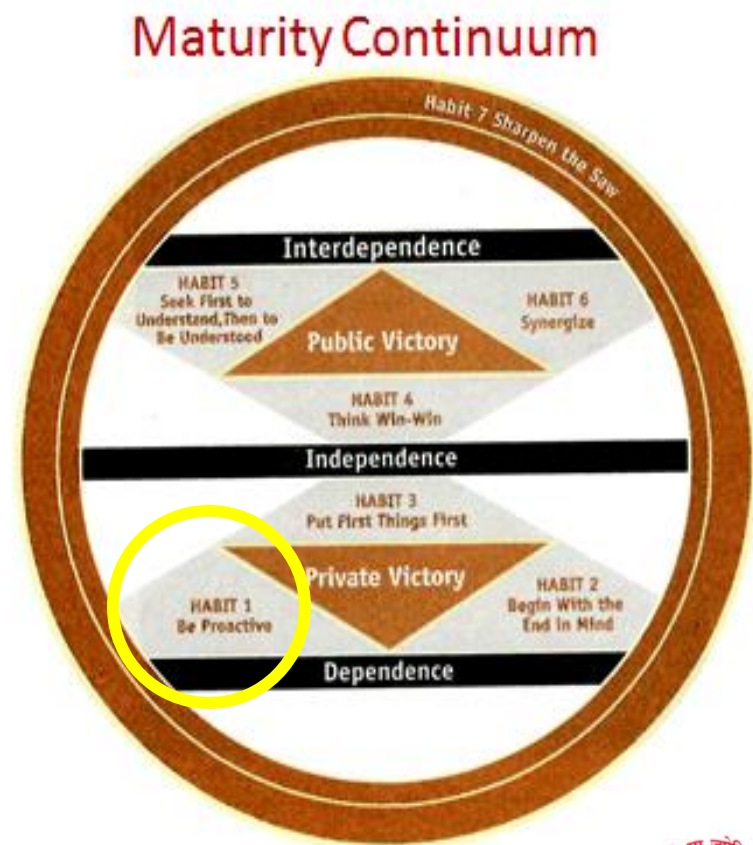
-Victor Frankl

Following traffic rules in Europe/USA

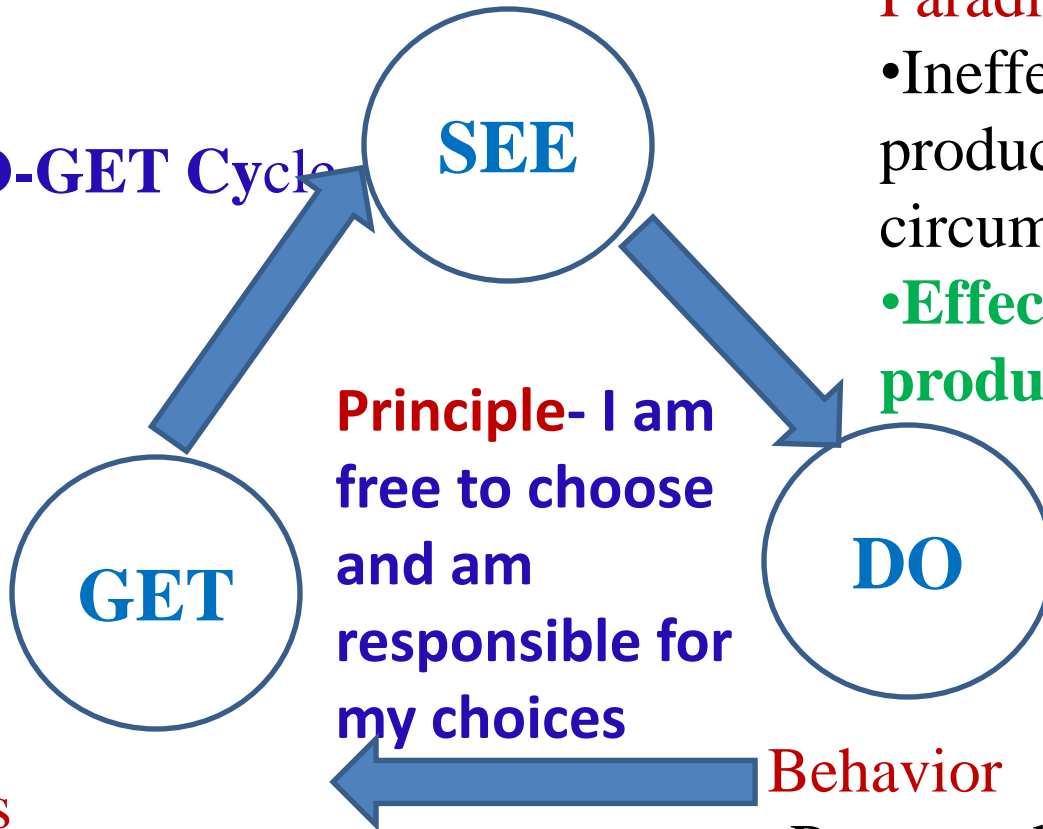
Following traffic rules in India/HYD

Shakuni story

Innovate-demonstrate-system



## 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



## 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



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

**-George Bernard Shaw**

Count 1 to 10

Think of a pleasant experience





**Self-Awareness**

**Imagination**

**Conscience**

**Independent will**



# Discover Yourself

- **Human Endowments**

- Self-awareness (Self-search)

- “The unexamined life is not worth living”

Socrates

- Imagination (Imagine.....)

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

Jessica Masterson

- Conscience (Atma saakshi.....)

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

Grenville Kleiser

- Independent will (Ishtam.....)

- “Kashtapadi chadavoddu, Ishtapadi chadavandi”

BV



iram

## Use of the space between stimulus and response

1. Think of a situation where you consistently respond in a reactive way (lose temper, patience, self-discipline)
2. What is a better , more **effective way** to respond?
3. What would be the positive consequences of responding in this new way? (Who would be affected? What would be the impact?)
4. What is your commitment level to respond in this new way the next time you are in this situation? (Circle the number that corresponds to your commitment level)

1   2   3   4   5   6   7   8   9   10

Low

High





# 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



# Expand your Circle of Influence

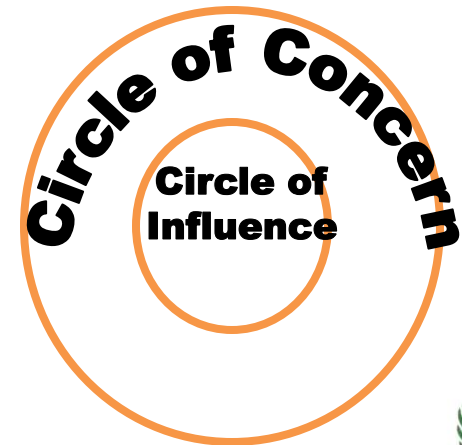
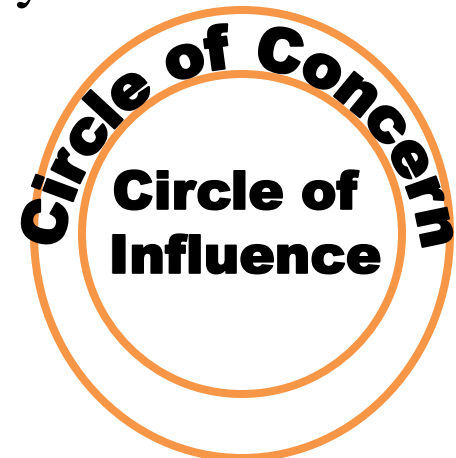
- Circle of Influence includes those things you can affect directly
- Circle of Concern includes all those things you care about.

## 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.

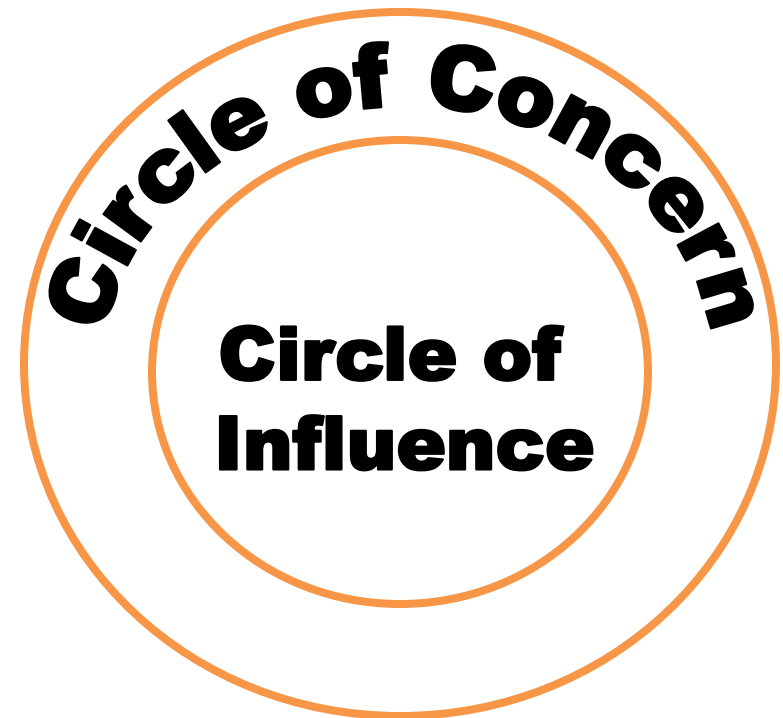


# Circle of Influence vs Circle of Concern

- 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



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?

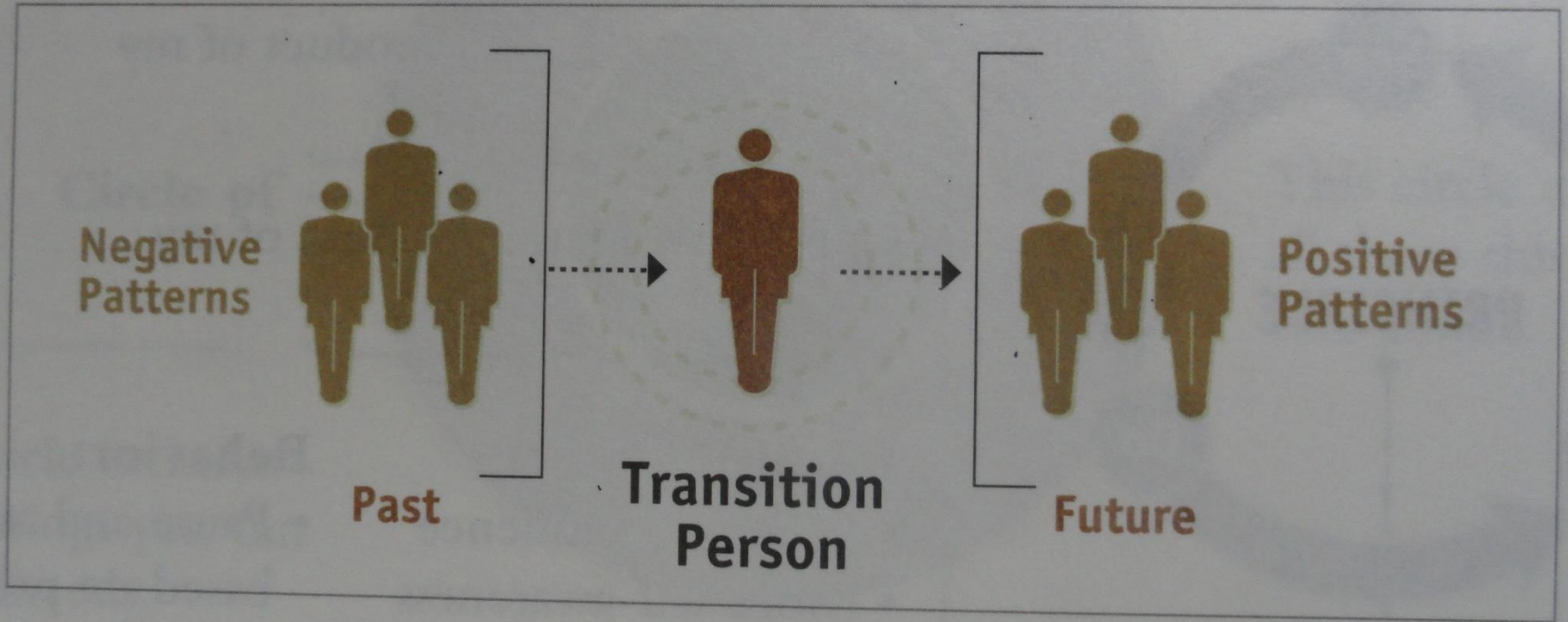


# Transition person

- One who breaks unhealthy, harmful, abusive or unfortunate learned behaviours and replaces them with proactive, helpful, effective behaviours.
- This person models positive behaviour and passes on effective habits that strengthen and build others in positive ways.



transition person 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.



Who has been a transition person for you personally?

# Become a Transition Person

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(Fish on shore example)

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 (Imagine if you cannot see)



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

- Margaret Mead

