

# The 7-Habits of Highly Effective People

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

Habit-2: The Habit of Vision



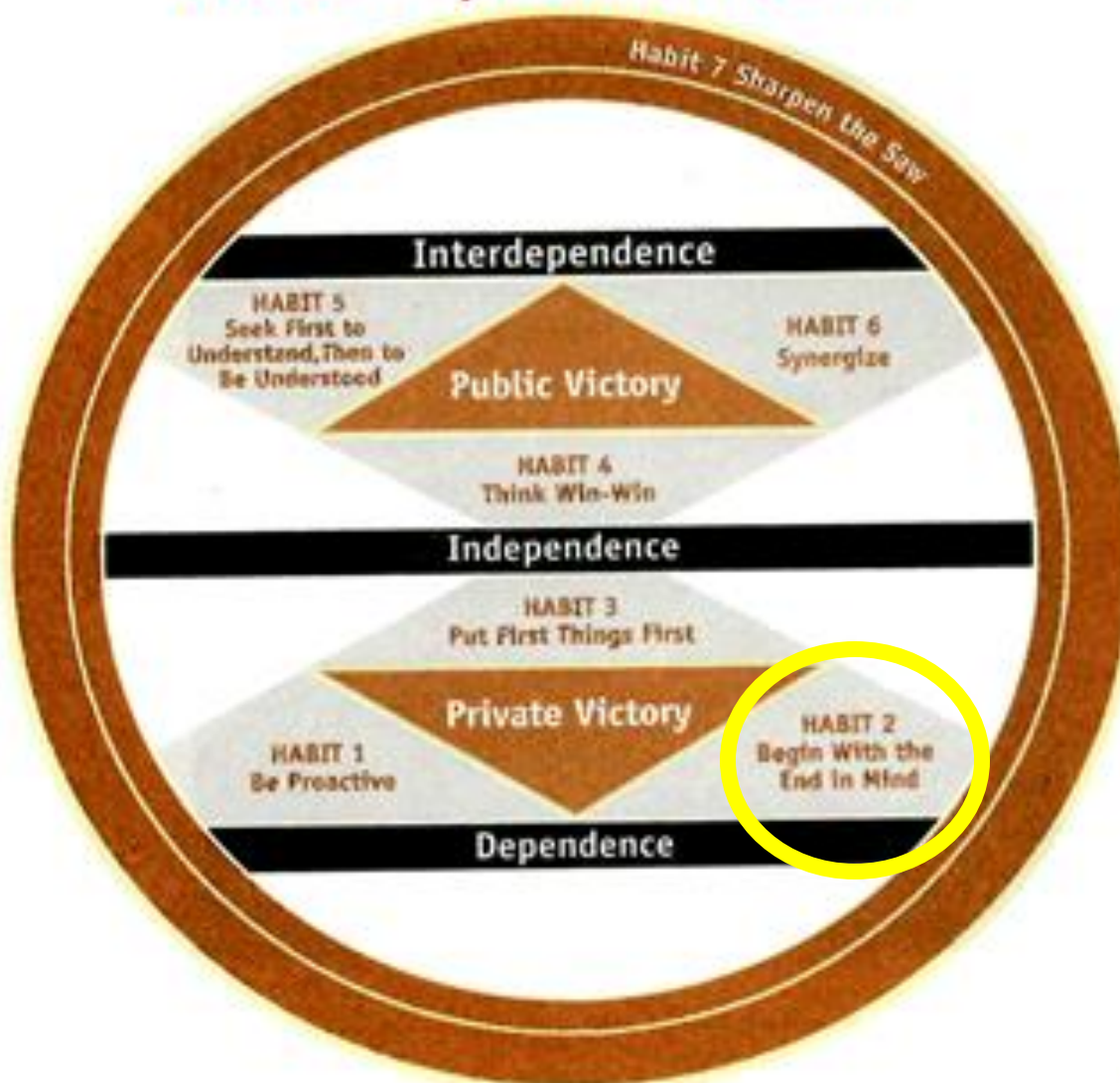
# Habit-2

“Begin with the end in mind”

**The Habit of Vision**



# Maturity Continuum



“Would you tell me please  
Which way I ought to go from here?”

“That depends a good deal  
On where you want to get to,”  
Said the Cat.

“I don’t much care where.....”  
Said Alice.

“Then it doesn’t matter which  
Way you go,” said the Cat.

--- from Alice’s Adventures in Wonderland



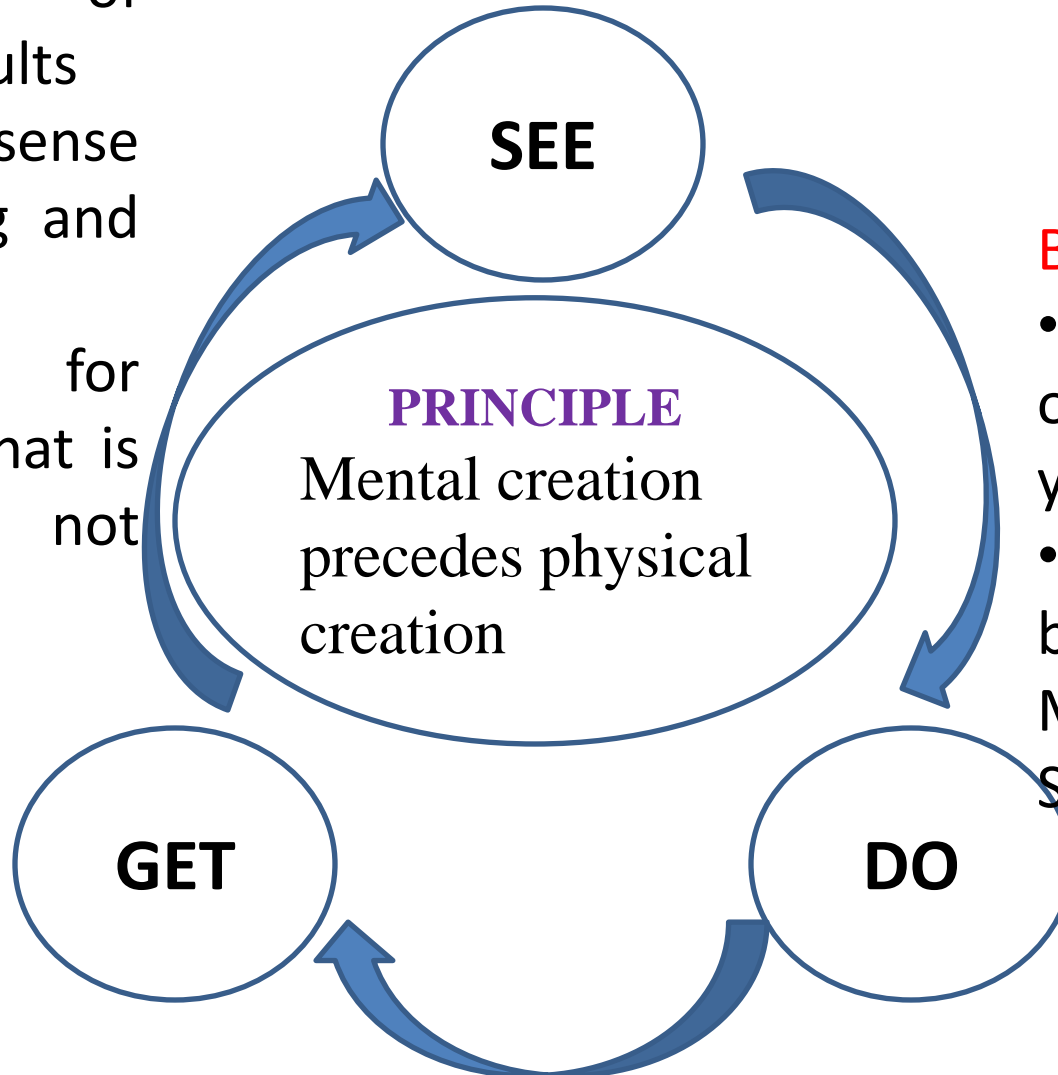
## Result

- 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



# Mental creation precedes physical creation

Mental Creation	Physical creation
	A productive meeting
	An office building
	A successful new product
	A master's degree
	A life of contribution & fulfillment



# Mental creation precedes physical creation

Mental Creation	Physical creation
A clear agenda and objective	A productive meeting
An architectural blue print	An office building
Extensive market research	A successful new product
An individual goal-setting	A master's degree
Personal Mission Statement	A life of contribution & fulfillment



# Envision Outcomes

1. What are the top three goals for your team or organization this year?
2. How will you know if you reach them?





# Check list

- Do you begin with the end in mind.....
  - When you plan a new day, week, year?
  - When you begin a new project?
  - When you plan a vacation?
  - Before you begin a crucial conversation?
  - At the start of every meeting?



# Applying the Habit

- Identify some areas of your life in which you could benefit from Habit-2



# Personal Mission Statement

- PMS is like a constitution by which you make all decisions for your life.
- HEP shape their own future instead of letting other people, their culture, or their circumstances determine it.



# PMS

- **Benefits of a PMS**

- Clarifies what is important to you
- Provides focus
- Helps you design your life instead of it being designed
- Guides your day-to-day decisions
- Gives you a greater sense of meaning and purpose
- **“We detect rather than invent our missions in life”**

**Victor Frankl**



# Tribute Statements for Key Roles

- HEP take time to define the legacy they want to leave in each of their key roles
  - Their roles represent important relationships and key responsibilities
  - Identify and write up to 7 key roles (professional & personal)
  - Identify and write a key person's name for each role
  - Visualize your 80<sup>th</sup> Birthday and write a brief statement how you would want that key person to describe you. Your influence on his/her life
- “There is no greater joy nor greater reward than to make a fundamental difference in someone's life”

Sister Mary Rose Mc  dy

Roles & Relationships	Tribute statements
1. Role & Key person (father)	I will have him as son for generations
2. Role & Key Person	
3. Role & Key Person	
4. Role & Key Person	
5. Role & Key Person	
6. Role & Key Person	
7. Role & Key Person	



# Identify Long-Term Goals

Roles & Relationships	Key things to do to help make these statements a reality
1. Role & Key person (father)	<ol style="list-style-type: none"><li>1. Greet him twice daily</li><li>2. Spend 30 minutes daily</li><li>3. Inform him what I am doing</li></ol>
2. Role & Key Person	
3. Role & Key Person	
4. Role & Key Person	
5. Role & Key Person	
6. Role & Key Person	
7. Role & Key Person	



# Discover Yourself

- **Human Endowments**

- Self-awareness

- “The unexamined life is not worth living”

Socrates

- Imagination

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

Jessica Masterson

- Conscience

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



## Self-Awareness

**I am at my best when -----**

**I am at my worst when -----**

**What do I really love to do at work?**

**What do I really love to do in my personal life?**

**My natural talents and gifts are -----**



# Imagination

If I had unlimited time and resources, what would I choose to do?

Possible life goals for me are -----

I want to be a person who -----

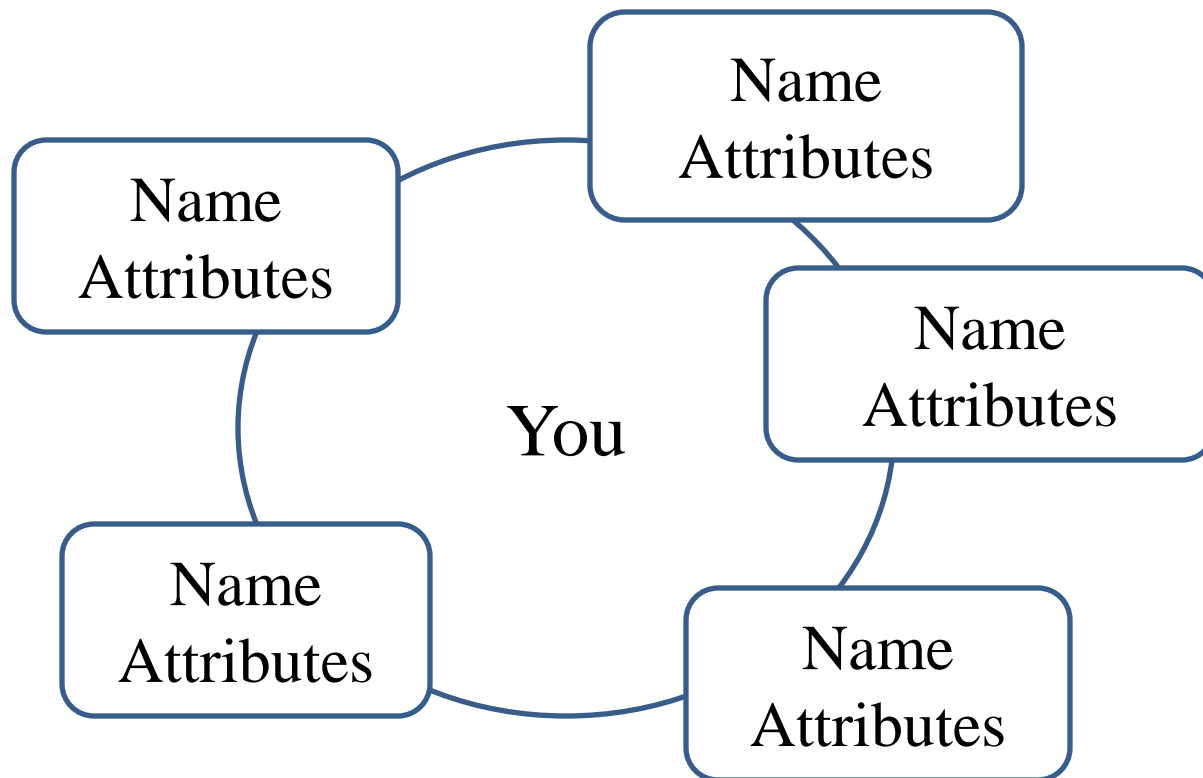


# Conscience

What do I consider to be my most important future contribution to others?

Are there things that I feel I really should do, even though I may have dismissed such thoughts many times? What are they?





**Imagine you could invite for dinner 4-5 people who influenced you the most- past or present- and all are sitting with you at the table. Write their names and the qual attributes you admire most in those people**



# Draft Your PMS

Write for 5 minutes without stopping

When you cannot think of anything else to write,  
keep your pen or pencil moving until something else comes to mind

Do not worry what it looks like, Get your thoughts down on paper



Real happiness ----- is not obtained  
Through self-gratification, but through  
Fidelity to a worthy purpose.

**-Helen Keller**



## Revise and Refine Your PMS

- Review books and quotations, literature that inspires you
- Read Biographies or Auto-biographies of famous people
- Look at other's PMS
- Keep a personal journal to review values important to you
- Use ideas from “Mission Builder” at [FranklinCovey.com](http://FranklinCovey.com)
- Create a audio/visual version of PMS



## Key characteristics of an effective PMS

- Express principles of effectiveness
- Provide direction and purpose
- Challenges and inspires you
- Communicates your vision and mission
- Addresses your most important roles and responsibilities
- Addresses all 4 human needs (physical, social, emotional, spiritual)
- Represents the best within you





No one can go back and make a brand new start, my friend; but anyone can start from here and make a brand-new end.

- Dan Zadra



## **Mission Statements**

- Long or short
- Prose or poetry or music
- Most important thing is to make it your own

## **Mission Museum**

- No empty Chairs at dinner
- I want to be the kind pf person my Dog thinks I am
- Nothing less



**Let the first act of every morning be to make the following resolve:**

- **I shall not fear anyone on earth**
- **I shall fear only God**
- **I shall not bear ill will toward anyone**
- **I shall not submit to injustice from anyone**
- **I shall conquer untruth by truth**
- **And in resisting untruth, I shall put up with all suffering**

**- M.K.Gandhi**



**1. What are three benefits of creating a PMS?**

-----  
-----  
-----

**2. What are two ways to revise and refine your PMS?**

-----  
-----  
-----

**3. What are two key characteristics of an effective PMS?**

-----  
-----  
-----



## Team Mission Statement

Represents the purpose and values of your team, group or department. If done well and with genuine involvement from everyone on the team, it will provide focus, clarity and inspiration to all team members.

### Some questions to your team to develop TMS

- What do we want to be known for?
- How do we want to treat each other?
- What unique contributions can we make?
- What does each person bring to the team? In terms of unique talent and skills?
- What big goals do we want to achieve?

