

The 7-Habits of Highly Effective People

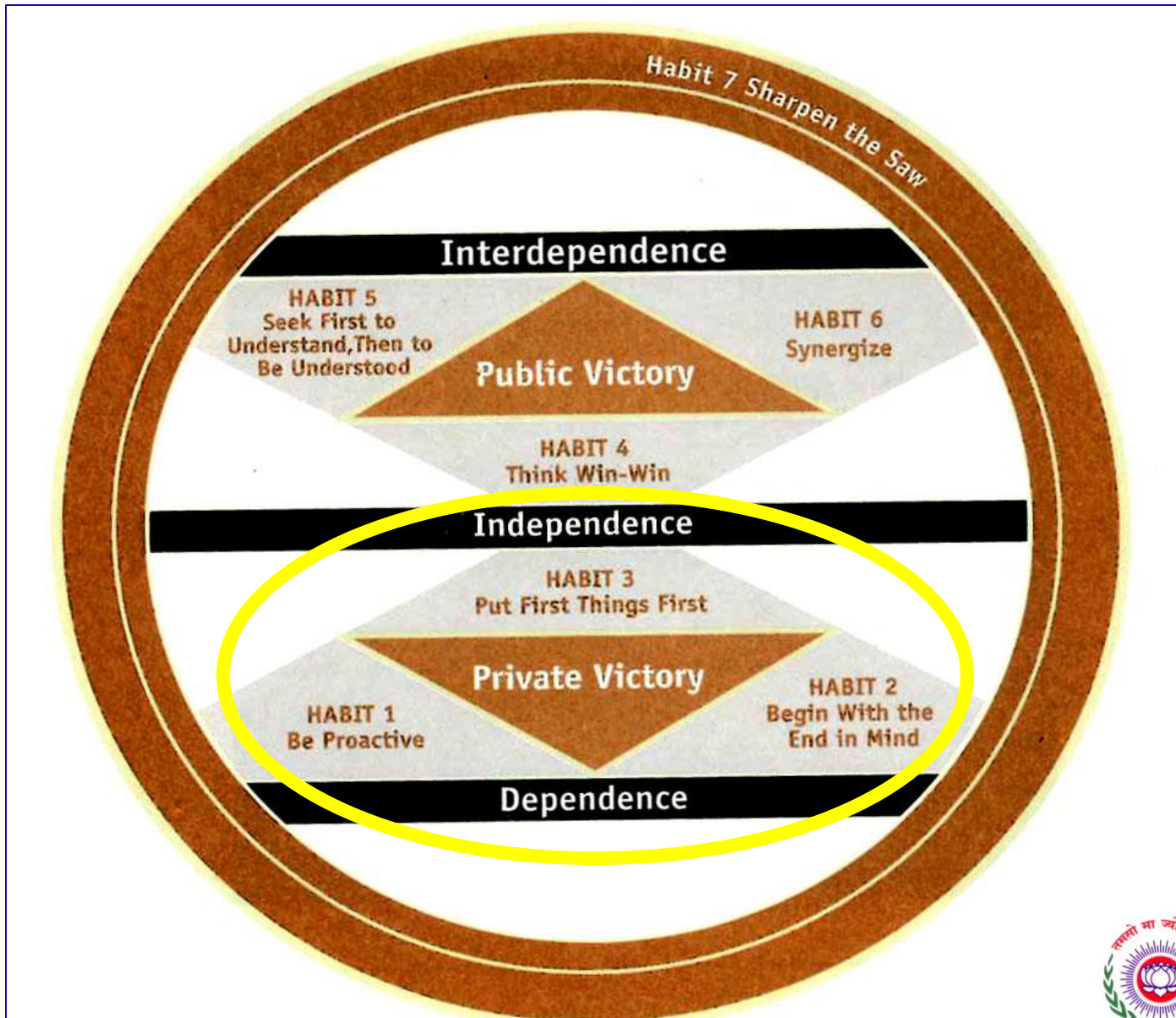
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Habit-4:

Source; Signature Programme on 7 Habits of Highly Effective People



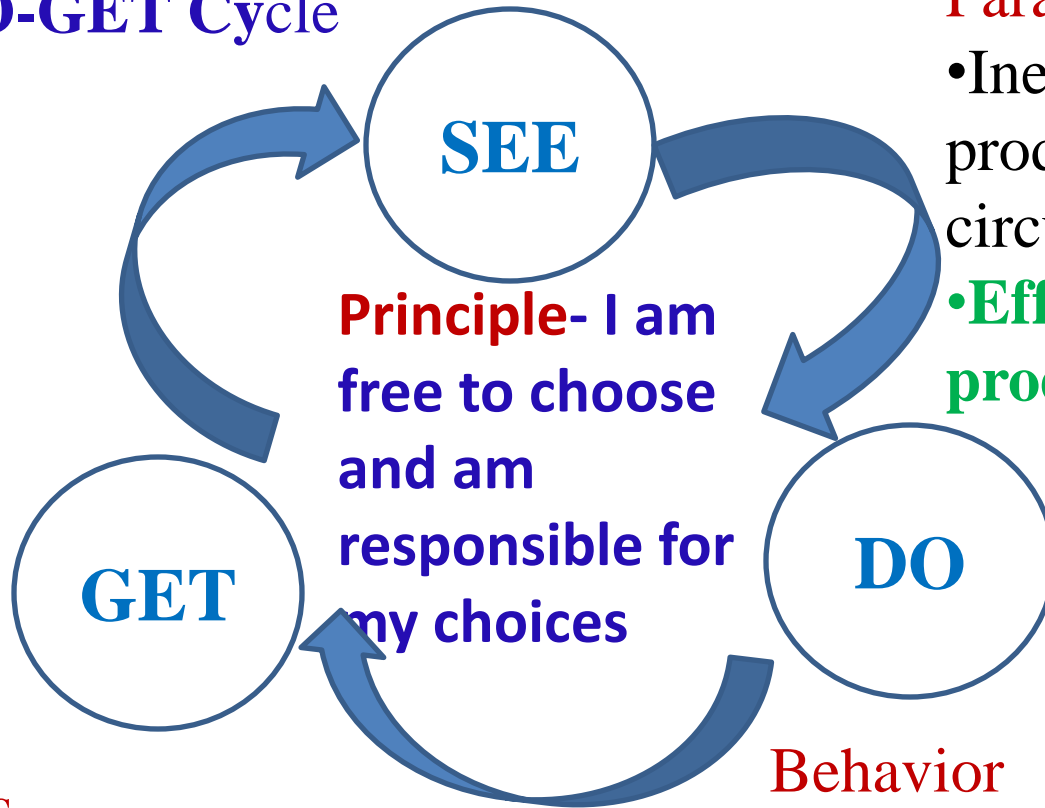
Maturity Continuum



Source; Signature Programme on 7 Habits of Highly Effective People



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



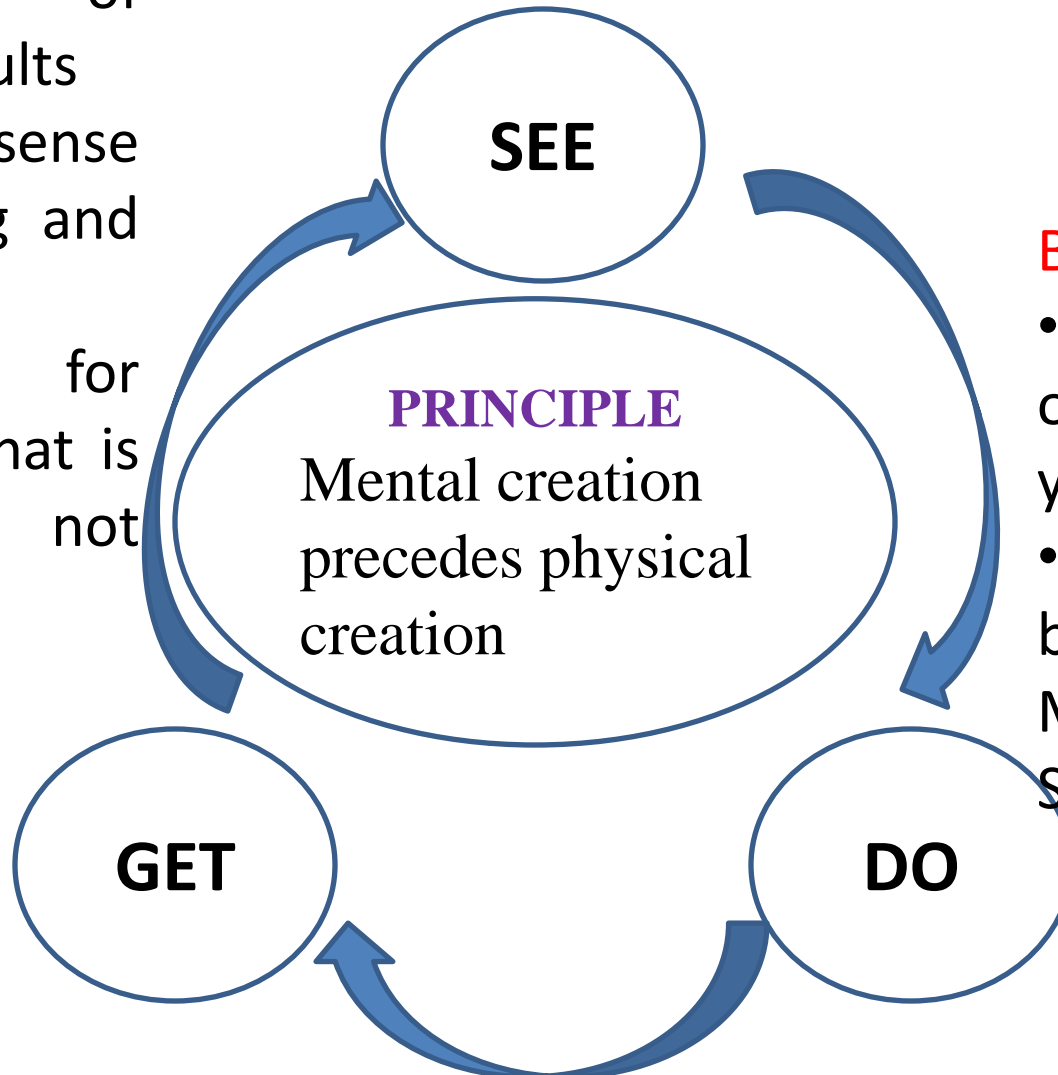
Result

- 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 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

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



Matthew 7:12 English Standard Version (ESV)

The Golden Rule

¹² “So whatever you wish that others would do to you, do also to them, for this is the Law and the Prophets.

Source; Signature Programme on 7 Habits of Highly Effective People



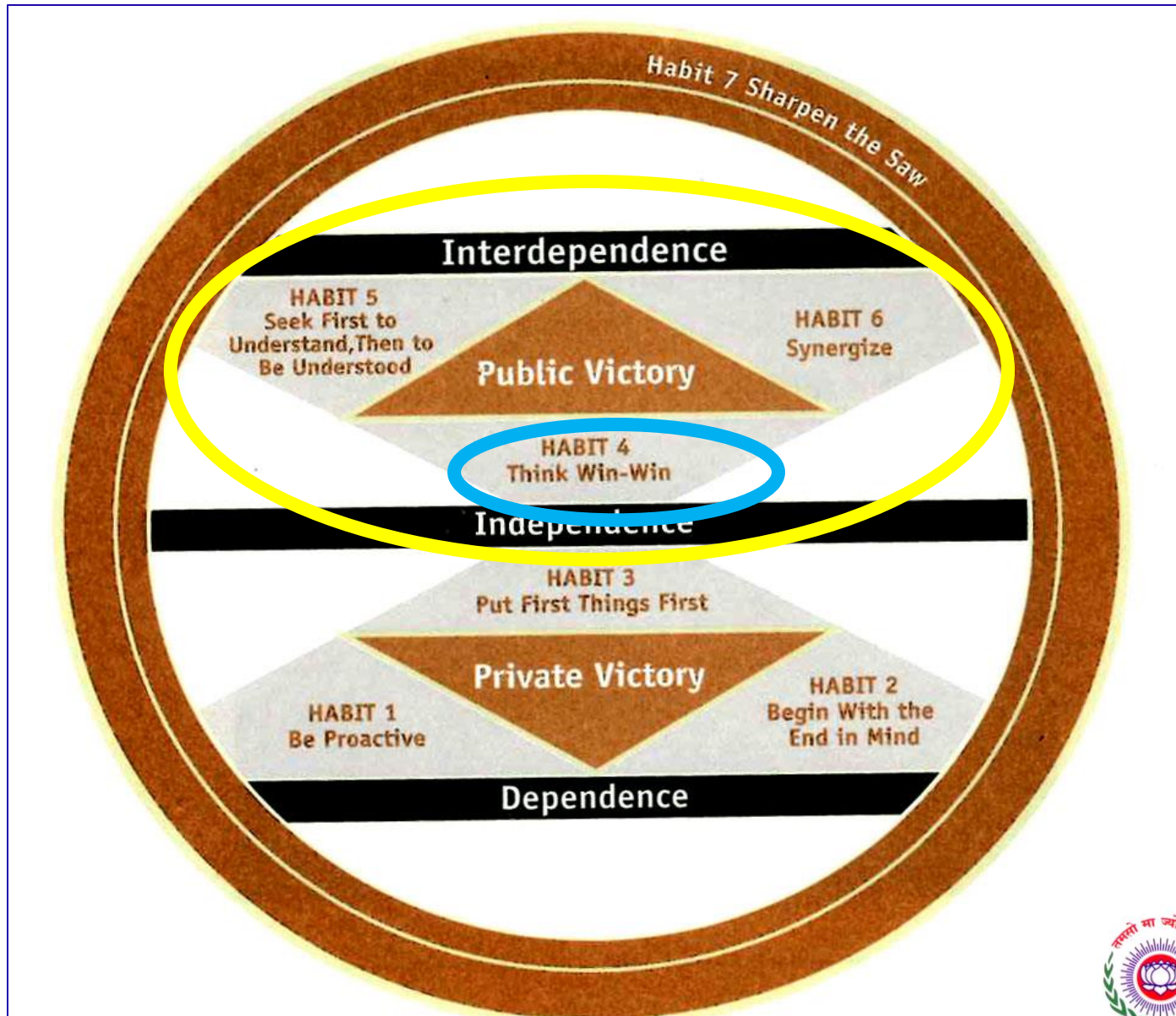
What do we live for, if it is
Not to make life less difficult for
Each other?

George Eliot

Source; Signature Programme on 7 Habits of Highly Effective People



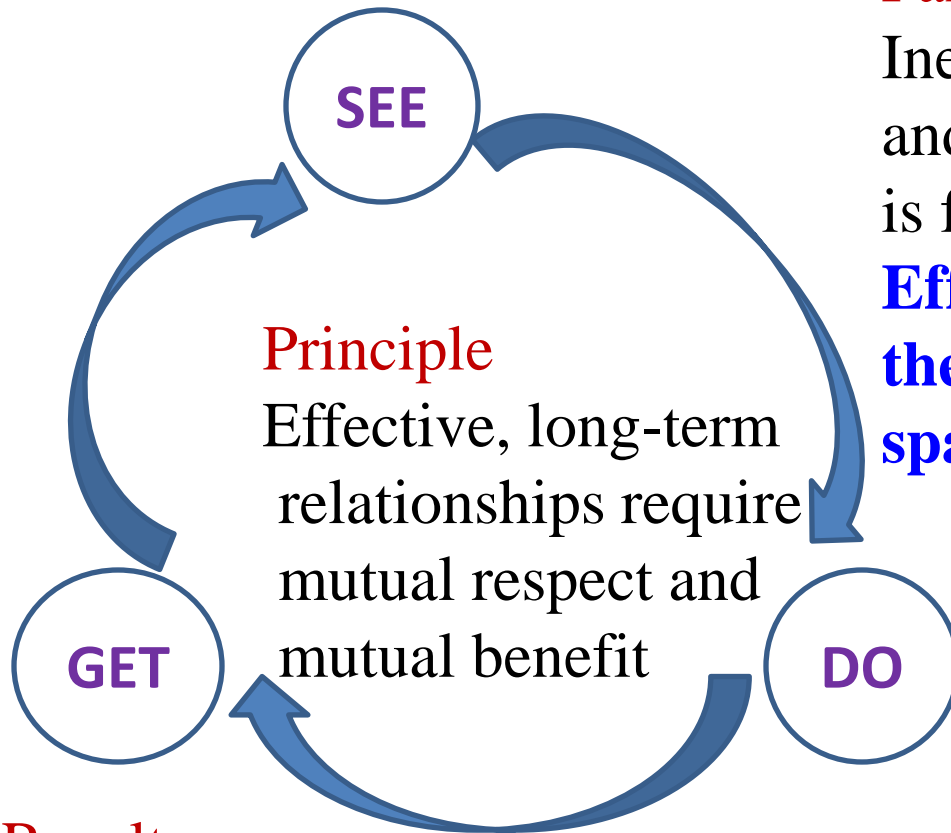
Maturity Continuum



Source; Signature Programme on 7 Habits of Highly Effective People



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



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

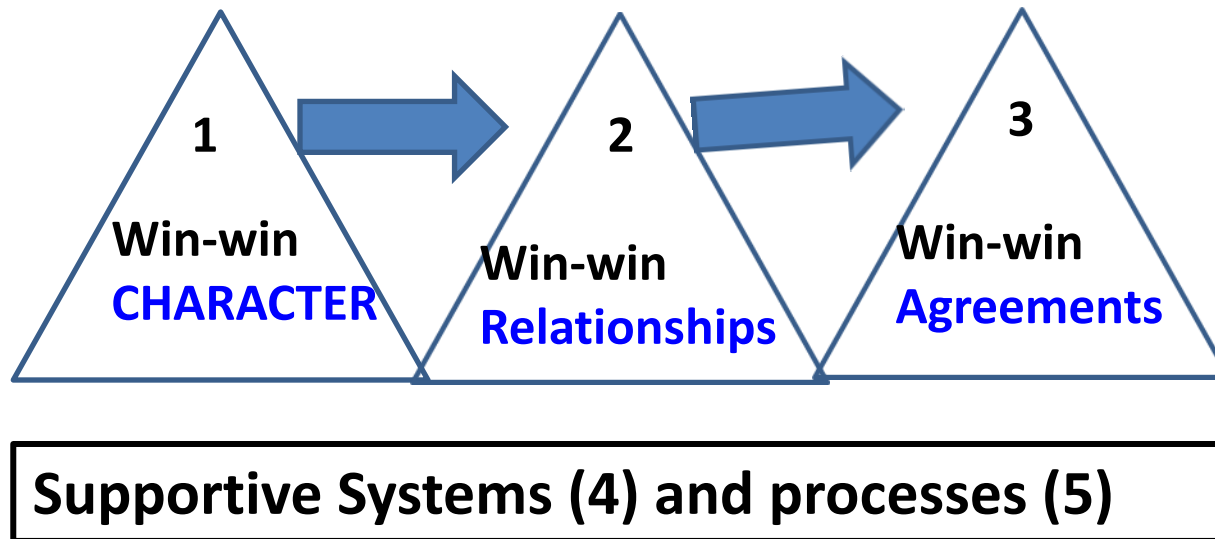


Win-Win

- 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 Eg: Abhimaan

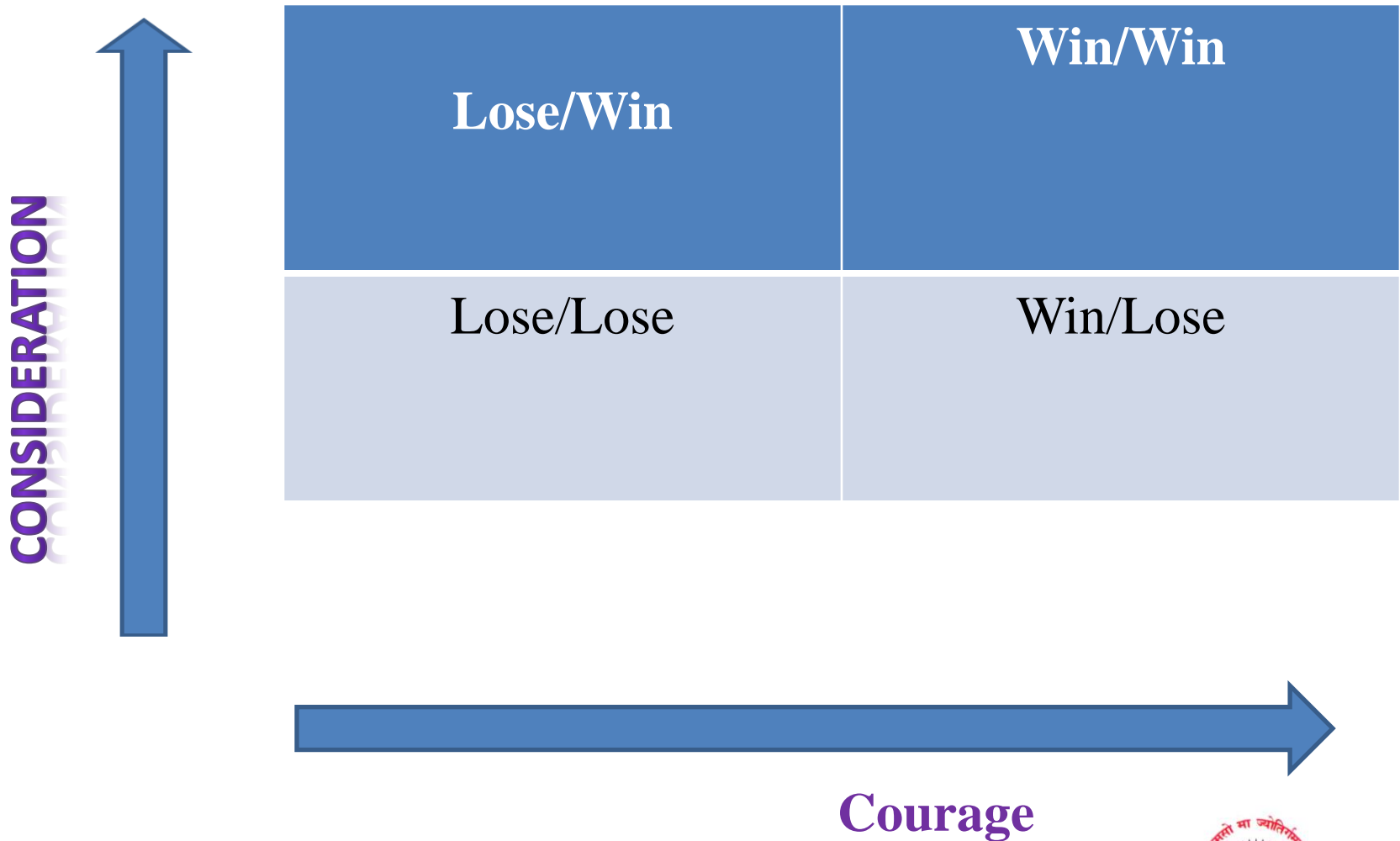


Abundance or Scarcity Mindset

Abundance	Scarcity
I treat everyone with equal respect	I treat people with varying degrees of respect based on position or status Eg: Badminton Court
I find it easy to share recognition and credit	I have difficult time sharing recognition and credit Eg: My experience
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



- 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



How to achieve win/win

- **Courage**- willingness and ability to speak your thoughts and feelings
- **Consideration**- 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



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

Desired Results	What's the end in mind? What are the outcomes I want?
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?



Example of Win-Win Agreements

Example of Parent-Child

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

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?

