

Stephen R. Covey's

7 Habits of Highly Effective People



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What can you expect?

- Improve self confidence/self esteem
- Improve quality of relationships
- Motivate/influence others
- Experience new adventures and creativity



Activities

- Learn - work with your mind
- Teach - loved ones; work associates
- Apply - live it

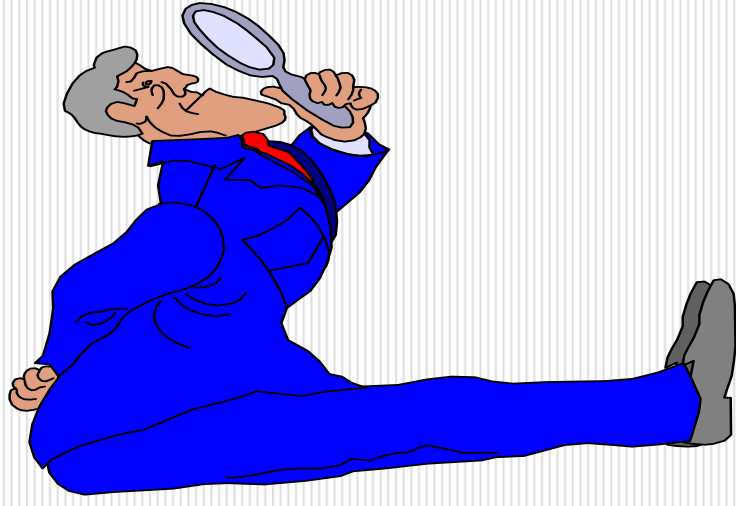


Inside - out

A NEW LEVEL OF THINKING

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“ To start first with self; even more fundamentally, to start with the most inside part of self – paradigms, your character, and your motives.”



Outside - In

- Unhappy people who feel victimized and immobilized
- Who focus on the weaknesses of other people and the circumstances they feel are responsible for their own stagnant situation.
- Unhappy marriages where each spouse wants the other to change, where each is confessing the other's "sins", where each is trying to shape up the other.



Ethics

CHARACTER

- Principles integrated into our basic character – integrity, humility, fidelity, temperance, patience, justice, industry, simplicity, modesty, Golden Rule, etc.
- True success and enduring happiness

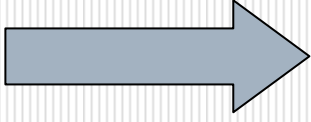
PERSONALITY

- public image, attitudes and behaviors, skills and techniques that lubricate the processes of human interaction.
- Quick-fix influence, techniques, power, strategies, etc...
"Social band-aids and aspirin.



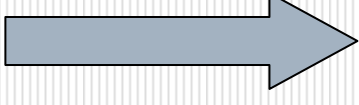
Ethics

CHARACTER



PRIMARY
GREATNESS
"foundation"

PERSONALITY



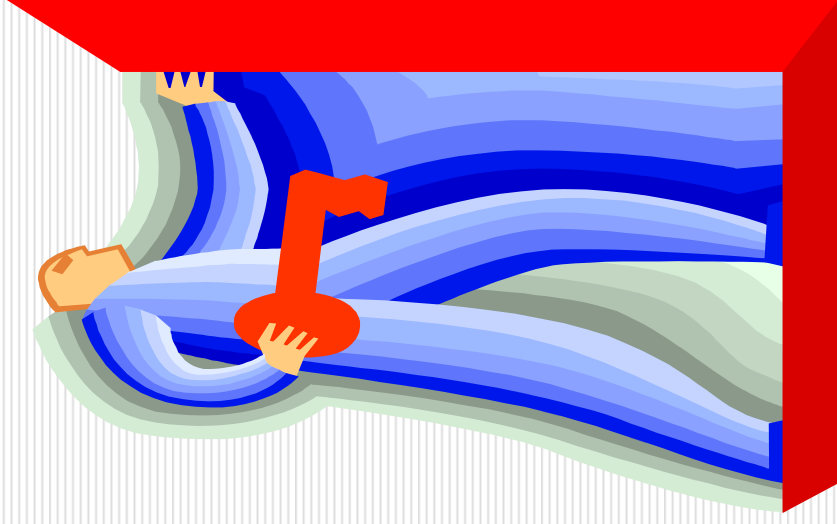
SECONDARY
GREATNESS



The Power of Paradigm

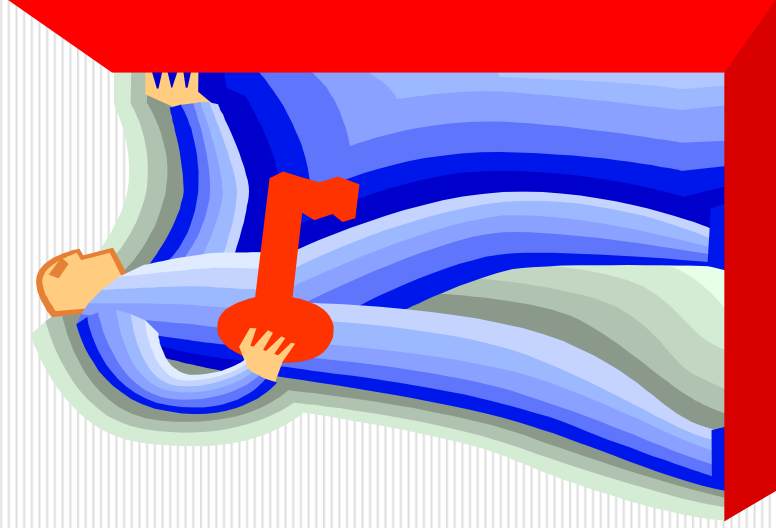
- Model, theory, perception, interpretation, assumption, understanding or frame of reference.
- Powerful because they create the lens through which we see the world.
- “ a mental map.”
- Inseparable from character.





- **Our paradigms, correct or incorrect, are the sources of our attitudes and behaviors, and ultimately our relationships with others.**



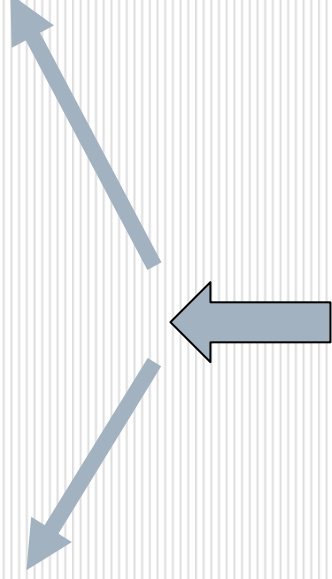


- **The fundamental problem has nothing to do with your behavior or attitude. It has everything to do with having a...
'WRONG MAP**

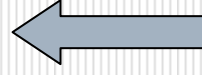


BEHAVIOR

ATTITUDE



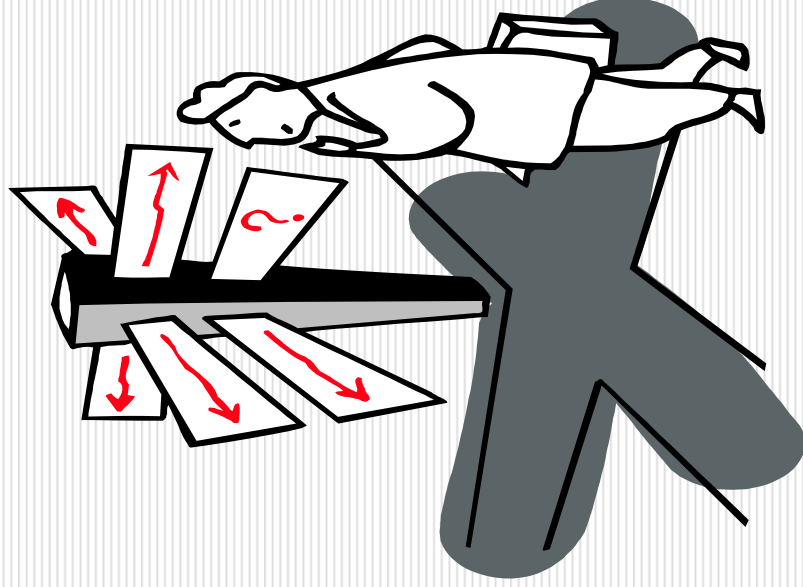
Realities – The way things are
Values – The way things should be



PARADIGM OR MAP



Paradigm Shift



- Aha! Experience
- Moves us from one way of seeing the world to another
- It could either shift to positive or negative directions, instantaneous or developmental

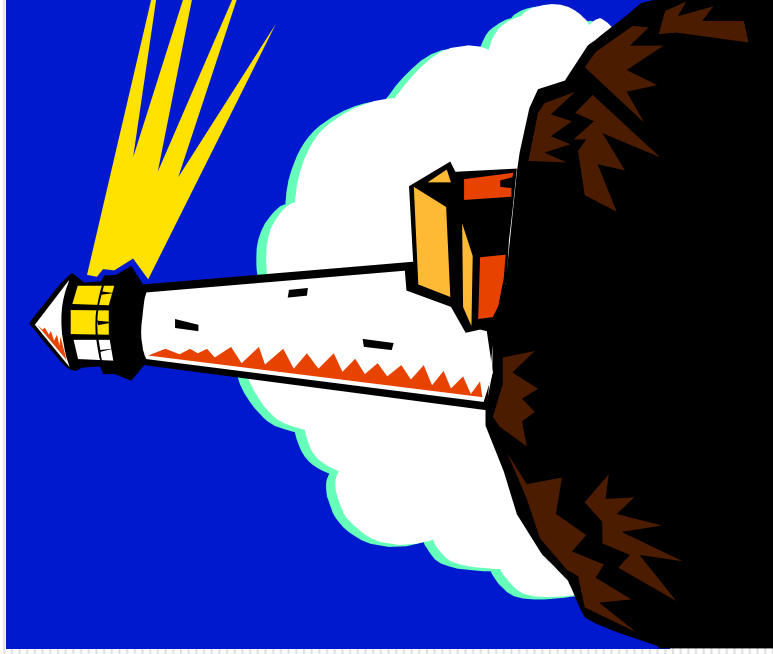


The Power of Paradigm Shift

“ We can only achieve quantum improvements in our lives as we quit hacking the leaves of attitude and behavior and get to work on the root, the paradigms from which our attitudes and behaviors flow.”



The Principle-Centered Paradigm



- Principles are like lighthouses
- They provide guidelines for human conduct that are proven to have enduring, permanent value.
- They are natural laws that cannot be broken.



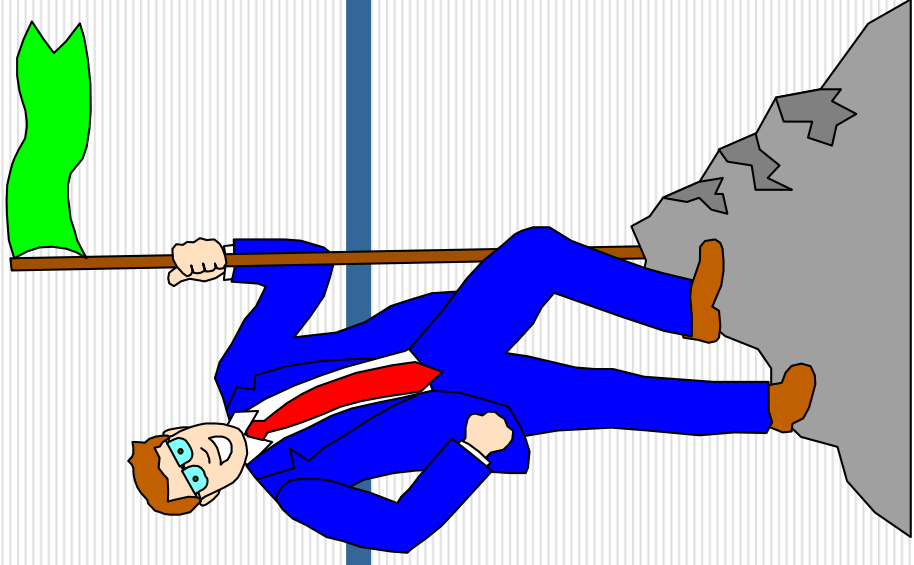
Principles

Fairness

Integrity and Honesty Human Dignity

Service Quality or Excellence





The more closely
our maps or
paradigms are
aligned with these
principles, the
more accurate and
functional they will
be.



Inside-out approach

synopsis

- It is futile to try to improve relationships with others before improving ourselves
- True success and enduring happiness could be achieved by living a principle centered, character-based life through the inside-out approach.
- Inside-out is a process – a continuing process of renewal based on the principles that govern human growth and progress.



**If you want to lead others,
start leading**

YOURSELF



Habits

- Are like cable. We weave a strand of it everyday and soon, it cannot be broken.
- Can be learned and unlearned.
- Isn't a quick fix. It involves a process and a tremendous commitment.



Habit is the intersection.....

KNOWLEDGE: what to? Why to?

SKILLS: How to?

DESIRE: Want to?

..... **Effective habits are internalized principles and patterns of behaviors.....**

..... **TOWARDS NEW PARADIGMS!!!!**



Effectiveness

□ P/PC Balance

- P is production of desired results
- PC is production capability

□ The goose that lays the golden eggs

□ Emotional bank account

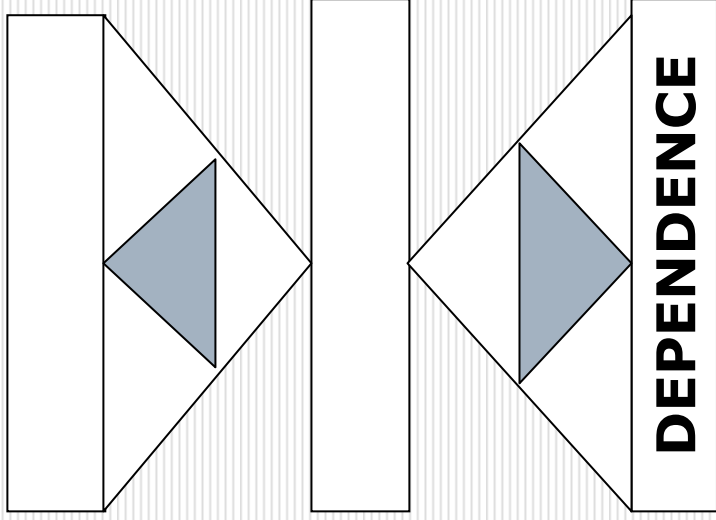


How to improve relationships?

- Show sincerity
- Be honest
- Keep your promises
- Manage expectations
- Be loyal



Maturity Continuum

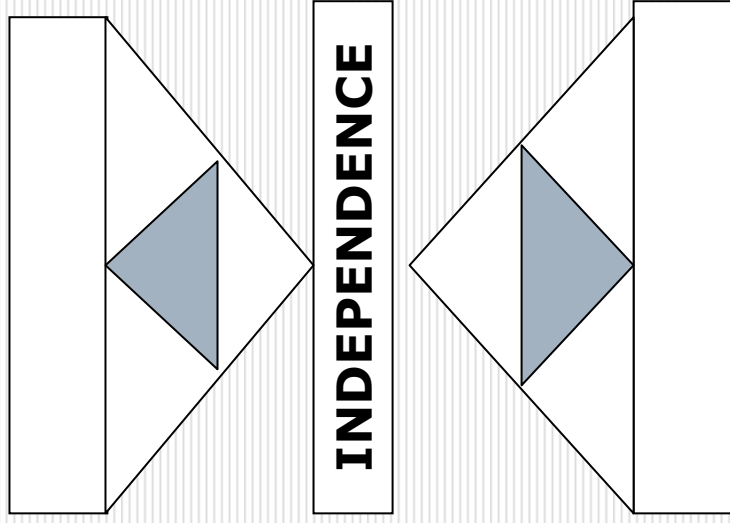


Paradigm of YOU

- ❑ You take care of me; I blame you for the results
- ❑ They need others to get what they want



Maturity Continuum

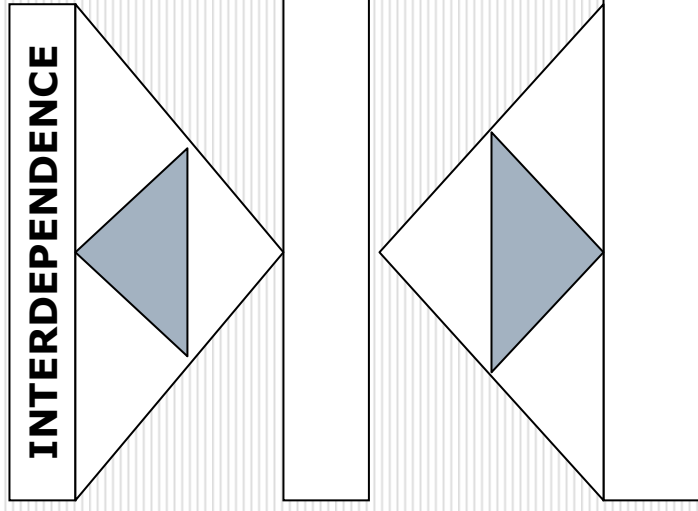


Paradigm of I

- I can do it. I am responsible. I can choose.
- More mature but not supreme.
- Good individual producers but not good leaders.
- They usually fail in marriage, family or organizational reality



Maturity Continuum

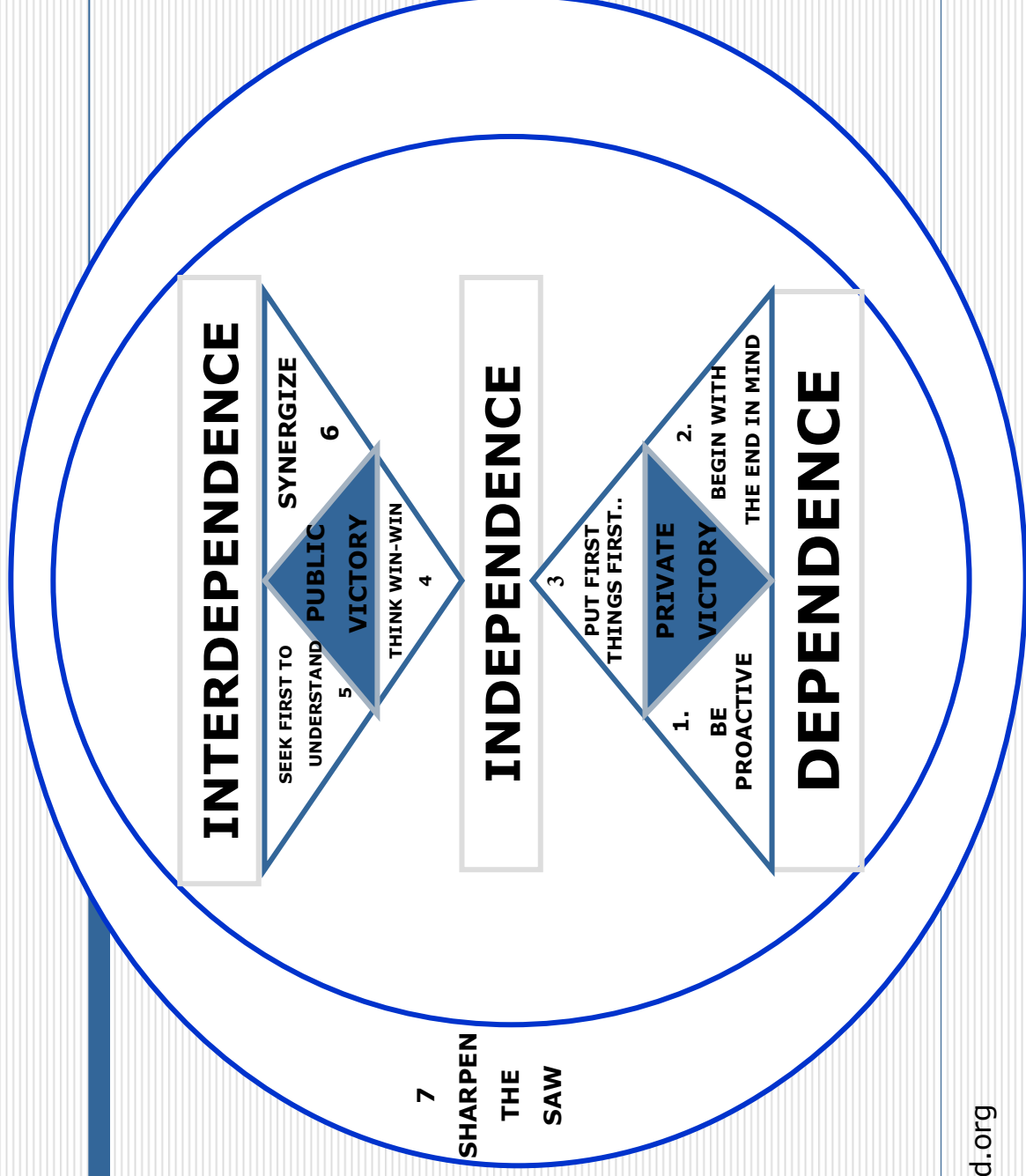


Paradigm of WE

- We can cooperate. We can combine our talents and abilities and create something greater together.
- Life is by nature, highly interdependent.
- Far more mature, more advanced concept.



The 7 Effective Habits



Habit # 1

Be Proactive

- It means:
 - taking responsibility for our attitudes and actions
 - the ability to choose your responses, making you more a product of your values and decisions than your moods and conditions.

Responsibility = " response - ability"



-
- **Self-awareness**
 - discovering fundamental principle about the nature
 - **Imagination**
 - the ability to create in our minds beyond our present reality
 - **Conscience**
 - deep inner awareness of right and wrong
 - **Independent will**
 - the ability to act based on our self-awareness, free of all other influences.



Proactive vs. Reactive

- ❑ Carry their own weather
- ❑ Affected by their physical environment and the "social weather"
- ❑ Driven by values – carefully thought about, selected and internalized
- ❑ Driven by feelings, circumstances, conditions, and by their environment
- ❑ Responsible for their actions
- ❑ Blame outside forces – other people, circumstances, even moons and stars, for their own situation



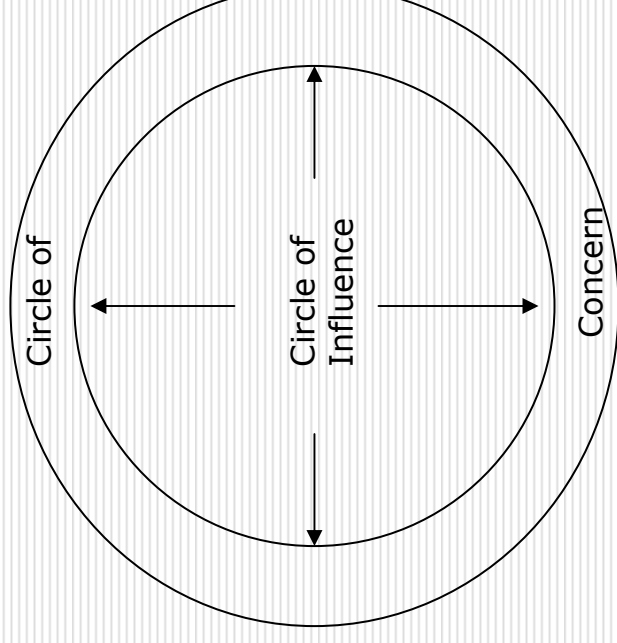
Language of Proactive vs. Reactive

- Let's look at our alternatives.
- There's nothing I can do.
- I can choose a different approach.
- That's just the way I am.
- I control my own feelings.
- He makes me so mad.
- I can create an effective presentation.
- They won't allow that.
- I will choose an appropriate response.
- I have to do that.



Proactive People

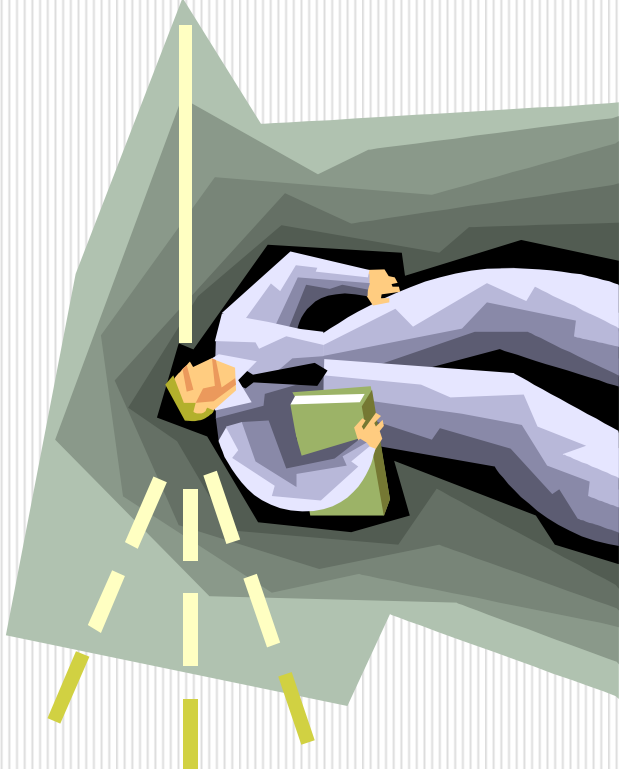
- Focus their efforts in the Circle of Influence
- Work on things they can do something about



Habit # 2

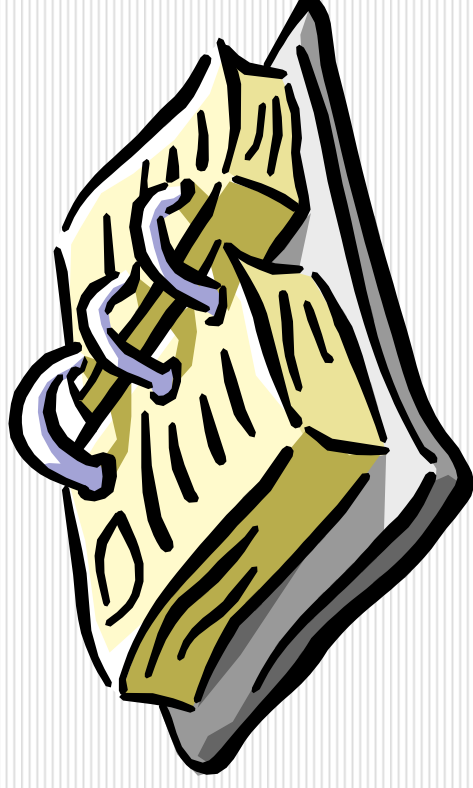
Begin with the end in mind

- ❑ To begin each day with a clear understanding of your desired direction and destination
- ❑ To know where you are going so that you better understand where you are now and the steps you take are always in the right direction



Habit # 3

Put first things first



Things which matter most
must never be at the mercy
of things which matter least!



Habit # 2

□ Involves organizing and managing time and events according to the personal priorities identified in habit 2.



Questions to answer

- What one thing could you do (you aren't doing now) that if you do on a regular basis, would make a tremendous positive difference in your personal life?
- What one thing in your business or professional life would bring similar results?



-
- Habit 3 is the personal fruit, the practical fulfillment of habits 1 and 2.
 - Habit 1 says , “You’re the creator”
 - Habit 2 is the first or mental creation
 - Habit 3 is the second creation, the physical creation
 - It’s the day-in day-out moment by moment doing it



Time Management Matrix

Urgent Not Urgent

I Activities: Crises Pressing problems Deadline-driven projects	II Activities: Prevention, PC activities Relationship building Recognizing new opportunities Planning
III Activities: Interruptions, some calls Some mail, some reports Some meetings Pressing matters Popular activities	IV Activities: Trivia, busy work Some mail Some phone calls Time wasters Pleasant activities

Important

Not important



Quadrant I Results

- Stress
- Burnout
- Crisis management
- Always putting out fires



Quadrant III Results

- Short-term focus
- Crisis management
- Reputation-chameleon character
- See goals and plans as worthless
- Feel victimized, out of control
- Shallow or broken relationships



Quadrant IV Results

- ❑ Total irresponsibility
- ❑ Fired from jobs
- ❑ Dependent on others or institutions for basics



Quadrant II Results

- Vision, perspective
- Balance
- Discipline
- Control
- Few crises



Habit # 4

Think win-win

We have committed
the Golden Rule to
memory.
Let us now commit it
to life.



Habit # 4

- Habit of interpersonal leadership
- Attitude of seeking mutual benefit
- A total philosophy of human interaction
- Achievement through the cooperative efforts of two or more people



Paradigms of Human Interaction

- Win/Win
- Win/Lose
- Lose/Win
- Lose/Lose
- Win
- Win/Win or No Deal



Habit # 5

Seek first to understand, then to be understood...

- ❑ Diagnose before your prescribe
- ❑ See the world the way they see the world
- ❑ Understanding what's going on inside another human being
- ❑ Key to effective interpersonal communication



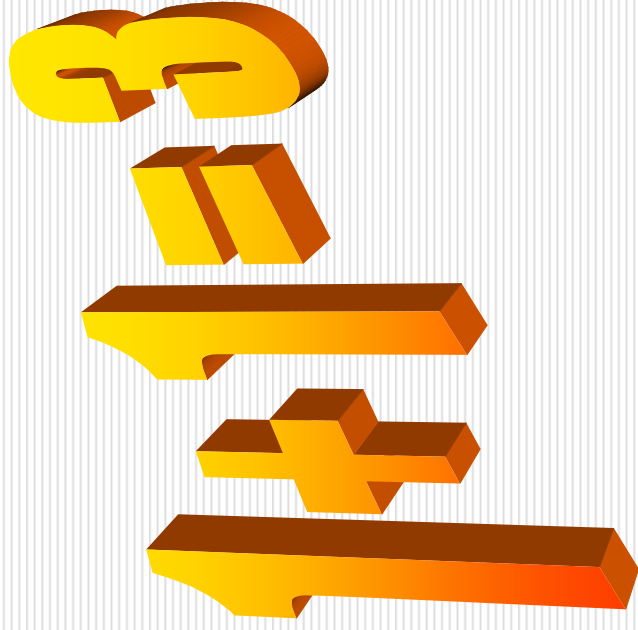
Four levels of “listening”

- Pretending
- Selective
- Attentive
- Empathic



Habit # 6

Synergize



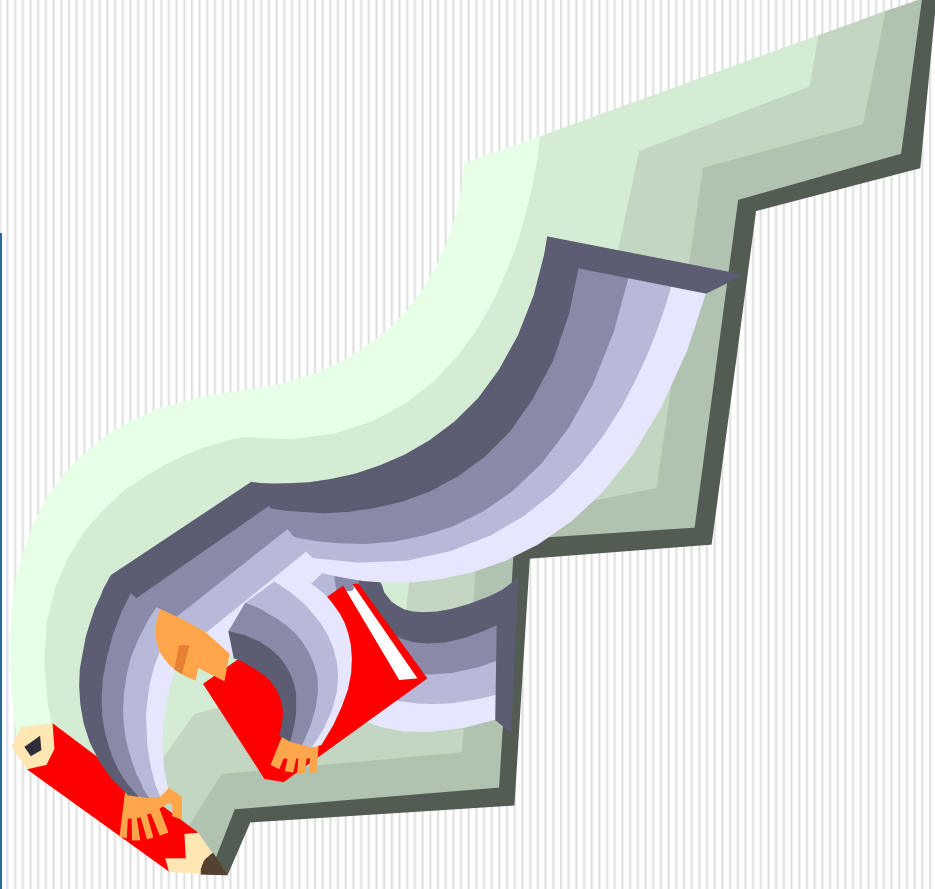
Habit # 6

- **Essence of synergy**
 - Value differences – respect them
 - Build on strengths
 - Compensate for weaknesses



Habit # 7

Sharpen the saw



Habit # 7

□ Having a balanced, systematic program for self-renewal in the four areas of our lives:

- Physical
- Social/emotional
- Spiritual
- Mental



SALAMAT PO!!!

