

# **7 Habits of Highly Effective People**

Monday Call, May 13, 2007

**Status of Serum/Skin Care Products...rumor mill rages**

**Last week of Period 5**

**Incentive: Just Do It!**

**Klemmer Champion's Workshop – Dallas, TX May, 17<sup>th</sup>**

Preliminary Session: Let's set the stage

## 1. Paradigms

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

Stephen Covey

We all have different paradigms...sunglasses...through which we see the world. The more we are familiar with these basic paradigms, or assumptions, the more we can take responsibility for them, test them, weigh how they work/don't work and then change them if necessary.

We can make minor changes in our lives by working on our attitudes and behaviors, but to make leaps and bounds, we need to work on our paradigms...how we view ourselves and the world around us.

***Exercise:*** Think about all the different ways you can drive to get home. If you take a totally different way, what were the unexpected feelings?

Now think about the way you interact with people. Are there several ways to approach them? What new ways might you try?

## 2. Principles:

Principles are universal...they transcend culture and geography. They are also timeless and never change – principles such as fairness, kindness, respect, honesty, integrity, service, contribution.

Natural laws (like gravity) and principles control the consequences of our choices. Example: when you abuse the environment as we have, we get bad air and bad water. The same thing happens in relationships: trust (the glue of all relationships) is compromised when you consistently violate the principles of kindness and honesty.

Effectiveness lies in the Balance of “P/PC.”

P=production of the desired results (the Golden Egg)

PC=the production capacity (the Goose)

In spite of recognizing the need for this balance, we many times neglect and abuse the physical, financial and human resources. Investments in PC...such as exercising, eating well, increasing skills and investing in relationships contribute to our quality of life.

**Exercise:** Evaluate your balance between P and PC...look at the effort you put into results versus contributing to your personal What does this look like?

The 7 Habits center on timeless and universal principles of personal, interpersonal, managerial and organizational effectiveness. Here they are:

- a. The principle of continuous learning, of self-reeducation.
- b. The principle of service, of giving oneself to others, of helping to facilitate other people in their endeavors.
- c. The principle of staying positive and optimistic, radiating positive energy and avoiding the four emotional cancers (criticizing, complaining, comparing and competing).
- d. The principle of affirmation of others – treating people as proactive individuals with great potential.
- e. The principle of balance – the ability to identify our various roles and to spend appropriate amounts of time in, and focus on, all of the important roles and dimensions of our life.
- f. The principle of spontaneity and serendipity – the ability to experience life with a sense of adventure, excitement and fresh rediscovery instead of trying to find a serious side to those things that have no serious side.
- g. The principle of consistent self-renewal and self-improvement in the four dimensions of one’s life: physical, spiritual, mental, and social/emotional.

**Exercise:** List five principles that affect your life on a daily basis. In what ways are you affected?

### 3. The 7 Habits: an overview

The habits are habits of effectiveness.

Effective people are guided by their own missions and manage their lives according to principles. Ineffective people follow other people's agendas, and manage their lives around pressing matters.

One way to study the habits is to study their opposites:

<u>Habit:</u>	<u>Opposite:</u>
a. Be Proactive	a. Be Reactive
b. Begin with the End in Mind	b. Begin with no End in Mind
c. Put First things first	c. Put second things first
d. Think Win-Win	d. Think Win-Lose, Lose-Win
e. Seek first to understand, then to be understood	e. Seek first to be understood
f. Synergize	f. Compromise, fight or flight
g. Sharpen the Saw	g. Wear out the Saw

A Habit is the intersection of knowledge (what to do and the why), skill (how to do it) and desire (want to do it). All three must come together to form a habit.

**Exercise:** Look at 2 of your habits: one good and one bad. Analyze the three elements above for each of these two habits...see how they interact and must be present.

### 4. The Maturity Continuum

The 7 Habits form a sequential approach for us to progress on a maturity continuum.

Dependence is the paradigm of "you" – you take care of me.

Independence is the paradigm of "I" - I am self reliant.

Interdependence is the paradigm of "we" – we can do it.

Habits 1, 2 and 3 deal with self-mastery

They help you move from Dependence to independence.

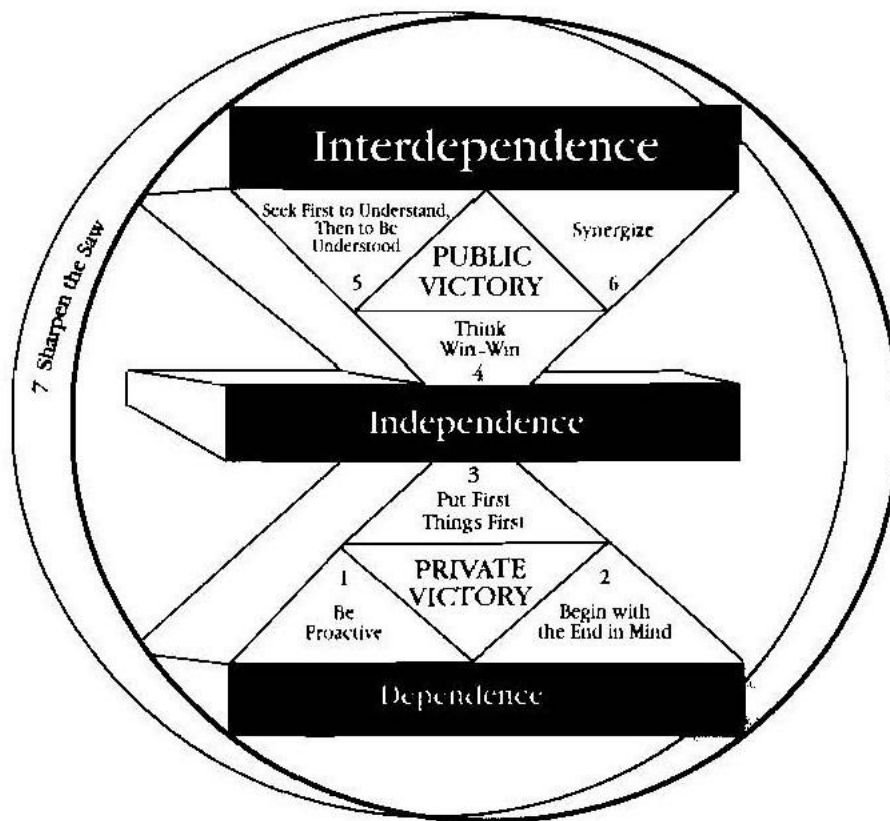
Habits 4, 5 and 6 are the more skilled areas of Public Victory of teamwork, cooperation and communication.

Habit 7 is the habit of renewal which circles all the other habits.

See the chart below.

**Exercise:** evaluate where you are today on the maturity continuum.

What behaviors or attitudes place you at that place and where do you need the most work?



THE MATURITY CONTINUUM