



THE 7 HABITS FOR FIREFIGHTERS

Signature Program

Presented by Franklin Covey and the New York State Association of Fire Chiefs

Summary Notes:

FOUNDATION

What American does not hold in his or her heart unbounded appreciation and honor for our noble firefighters? For you stand between paralyzing fear and destruction and the hopes, dreams, and work of generations. With so great a trust, what greater duty and call could be yours than to find yourself prepared for each moment, grounded with judgment born of hard-earned character and competence and fixed always on that which is most important. The world, and particularly its children, needs everyday heroes – those who put service above self, and who model the power of proactive prevention of life's problems. - Stephen R. Covey

- Bringing The 7 Habits to Life – Requires Time and Effort
- The 7 Habits Contract: 3 Step Process: 1) Plan Weekly 2) Live the Habit 3) Teach to Learn
- Character: The Roots of Effectiveness Character vs. Personality: The Roots vs. the Tree
- Maturity Continuum
 - First, we experience the private victory when we learn self-mastery and self-discipline.
 - Then we reap the public victory when we build deep, lasting, highly effective relationships with others.
- See (Paradigm) → Do (Behavior) → Get (Result)
- We see what we are conditioned to see. We are conditioned by our upbringing, environment, and experiences.
- Examine your paradigms (the way you see the world). You can change your paradigm to achieve a different result.
- Principles Govern Principles are self-evident natural laws. Align your paradigms with principles of effectiveness.
- Live by the principles of the 7 habits. Each of the 7 habits is based on: 1) Principles of effectiveness, 2) Paradigms (See) that are aligned with principles, and 3) Behaviors (Do) that produce effective Results (Get).
- What is effectiveness?
 - Effectiveness is getting superb results today (Production) in a way that allows us to get those results over and over again (Production Capability). It is a P/PC balance.
 - P = Production = The Desired Result = The Golden Eggs
 - PC = Production Capability = The Resource That Produces the Result = The Goose
- Your P/PC balance: How healthy is your P/PC balance?



PRIVATE VICTORIES 1-3

HABIT 1: BE PROACTIVE (THE HABIT OF CHOICE)

- **Principle: I Am Free to Choose And Am Responsible for My Choices.**
- **Paradigm (See):**
 - **Effective: I am a product of my choices** 😊.
 - Ineffective: I am a product of my circumstances 😞.
- **Behavior (Do):**
 - Pause and Respond Based on Principles
 - Use Proactive Language.
 - Expand Your Circle of Influence
 - Become a Transition Person
- **Result (Get):**
 - Increased Influence
 - More Self-Awareness
 - Greater Initiative
 - Becoming the Creative Force in Your Life

HABIT 2: BEGIN WITH THE END IN MIND (THE HABIT OF VISION)

- **Principle: Mental Creation Precedes Physical Creation**
- **Paradigm (See):**
 - **Effective: I live by design** 😊.
 - Ineffective: I live by default 😞.
- **Behavior (Do):**
 - Envision Outcomes Before You Act
 - Create and Live by a Personal Mission Statement
- **Result (Get):**
 - A Clear Definition of Desired Results
 - A Greater Sense of Meaning and Purpose
 - Criteria for Deciding What Is or Is Not Important

HABIT 3: PUT FIRST THINGS FIRST (THE HABIT OF INTEGRITY AND EXECUTION)

- **Principle: Effectiveness Requires the Integrity to Act on Your Priorities**
- **Paradigm (See):**
 - **Effective: I put important things first** 😊.
 - Ineffective: I put urgent things first 😞.
- **Behavior (Do):**
 - Focus on Top Priorities
 - Eliminate the Unimportant
 - Plan Weekly
 - Plan Daily
- **Result (Get):**
 - Increased Organization and Productivity
 - Fewer Crises
 - A Reputation for Follow-Through
 - More Life Balance and Peace of Mind



PUBLIC VICTORIES 4-7

HABIT 4: THINK WIN-WIN (THE HABIT OF MUTUAL BENEFIT)

- **Principle: Effective, Long Term Relationships Require Mutual Respect and Mutual Benefit.**
- **Paradigm (See):**
 - **Effective: There is plenty out there for everyone, and more to spare 😊.**
 - Ineffective: There is only so much, and the more you get, the less there is for me 😞.
- **Behavior (Do):**
 - Balance Courage and Consideration
 - Create Win-Win Agreements
 - Seek Mutual Benefit
 - Build Win-Win Systems
- **Result (Get):**
 - Faster Solutions to Problems
 - Generosity of Spirit
 - More Team Involvement
 - Rich Relationships

HABIT 5: SEEK FIRST TO UNDERSTAND, THEN TO BE UNDERSTOOD (THE HABIT OF MUTUAL UNDERSTANDING)

- **Principle: To Communicate Effectively, We Must First Understand Each Other.**
- **Paradigm (See):**
 - **Effective: I listen with the intent to understand 😊.**
 - Ineffective: I listen with the intent to reply 😞.
- **Behavior (Do):**
 - Diagnose Before You Prescribe
 - Listen Empathetically
 - Seek to be Understood from the Other's Perspective
- **Result (Get):**
 - Greater Influence with Others
 - Clarity on Real Issues
 - Solutions to Complex Problems
 - Faster Problem Solving



HABIT 6: SYNERGIZE (THE HABIT OF CREATIVE COOPERATION)

- **Principle: The Whole is Greater Than the Sum of its Parts.**
- **Paradigm (See):**
 - **Effective: Together we can create a better way, a higher way😊.**
 - Ineffective: It's your way, my way, or a compromise😞.
- **Behavior (Do):**
 - Value the Differences
 - Practice Creative Cooperation
- **Result (Get):**
 - Innovation and Invention
 - Transformed Relationships
 - New and Better Solutions
 - Appreciation of Diverse Perspectives

HABIT 7: SHARPEN THE SAW (THE HABIT OF RENEWAL)

- **Principle: To Maintain and Increase Effectiveness, We Must Renew Ourselves in Body, Heart, Mind, and Spirit.**
- **Paradigm (See):**
 - **Effective: I nurture the goose that lays the golden eggs😊.**
 - Ineffective: I focus only on getting the golden eggs😞.
- **Behavior (Do):**
 - Renew Regularly in the Four Dimensions: Body, Heart, Mind, and Spirit
 - Be Strong in the Hard Moments
- **Result (Get):**
 - Improved Capacity
 - Greater Reserves
 - Stronger Relationships
 - Continuous Improvement

Habit is the intersection of knowledge (what to do), skill (how to do), and desire (want to do).

– Stephen Covey