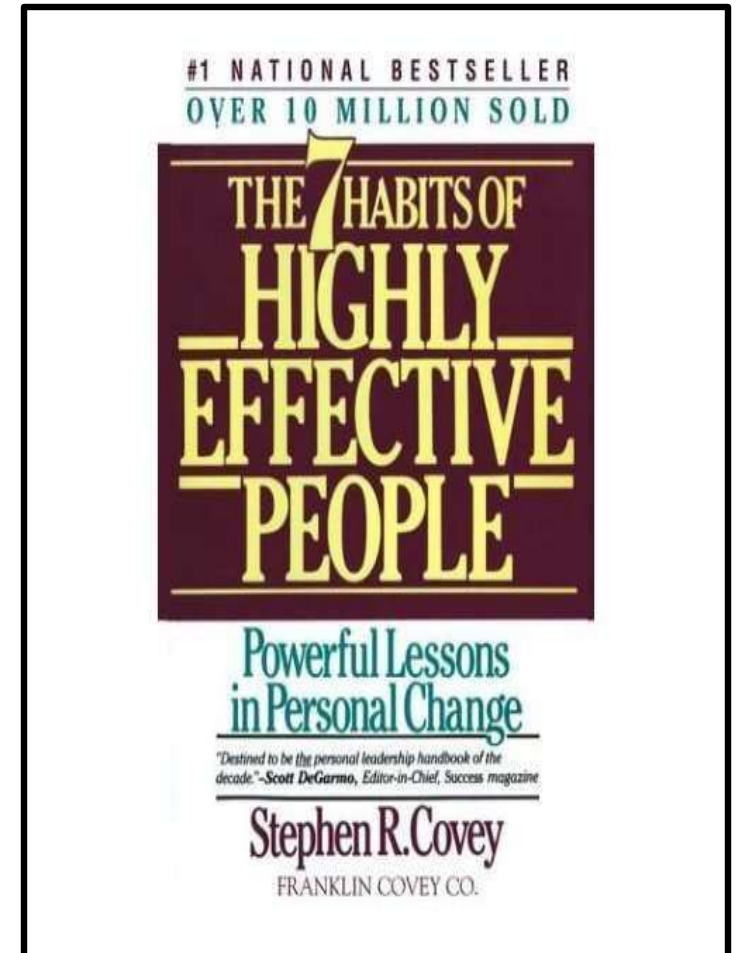


Stephen Covey's

***The 7 Habits of
Highly Effective People***
Powerful Lessons in Personal Change

About the Book

- ❑ Author: Stephen R. W. Covey
- ❑ Published in,
 - ❑ over 20 Countries
 - ❑ 34 Languages
- ❑ Over 15 million copies sold
- ❑ In 2002, Forbes named it as one of the **top 10 most influential management books** ever.



Sections of Book

- **Paradigms and Principles:**
 - Basic foundation for the creation of the habits.
- **Private Victory:**
 - 3 steps to teach a person how to move out of a state of dependence and beyond a state of independence.
- **Public Victory:**
 - 3 steps that lead to interdependence by showing **how to align one's needs and desires with those of other** people and create effective relationships.
- **Renewal:** Sharpen the Saw
 - to begin a process of **self-improvement**.

Paradigm Shift:

Inside-Out

- Personality & Character Ethics
- Primary & Secondary Greatness



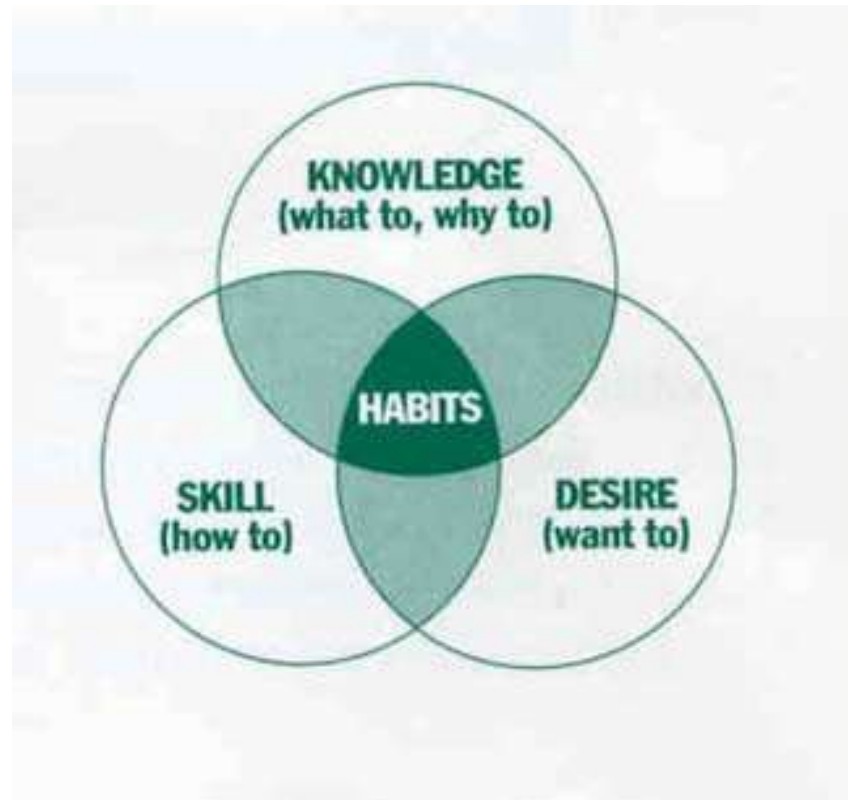
The Power of Paradigm

- The way we see the world perceiving, understanding & interpreting

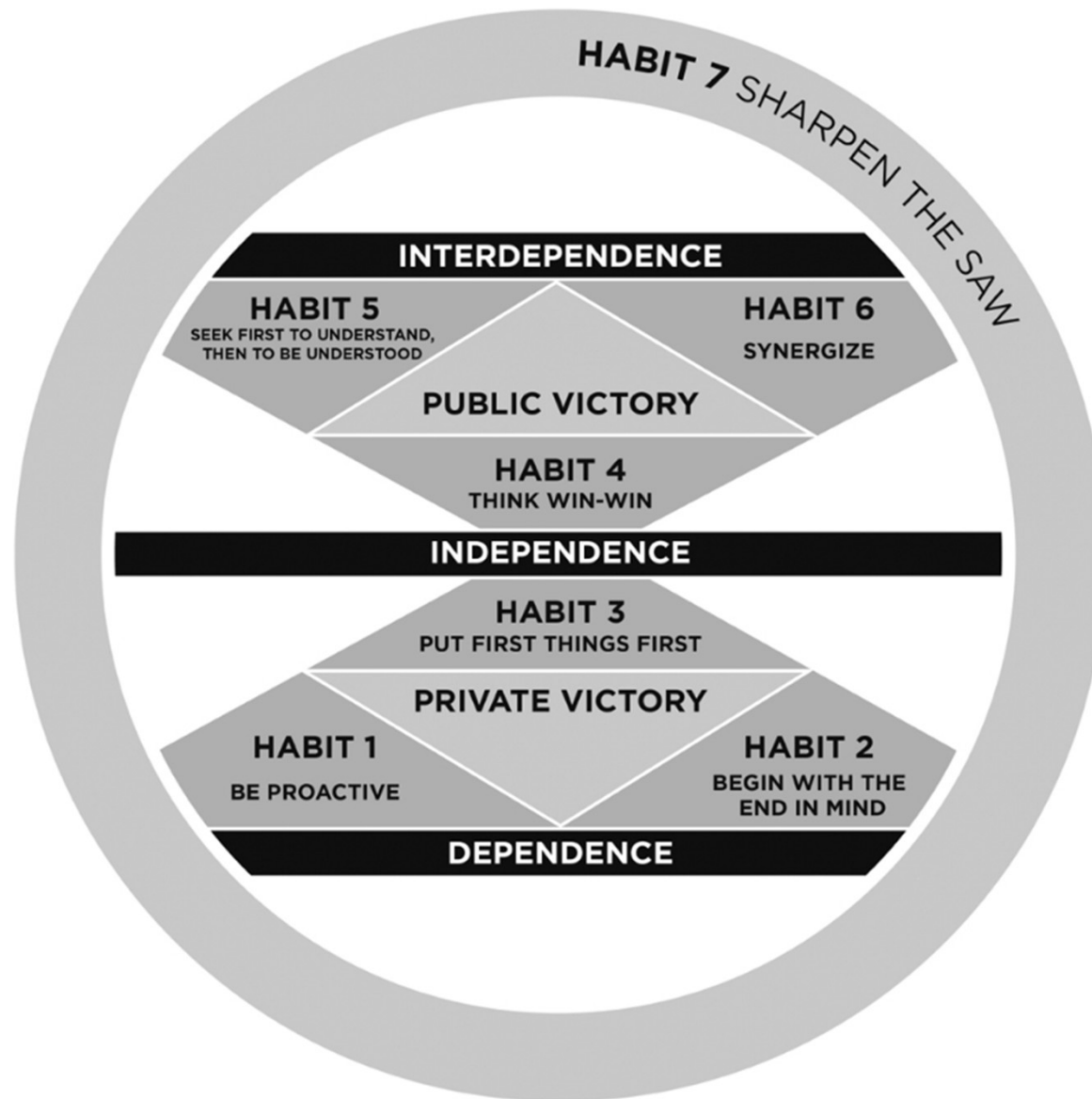
Defining Habits:

Patterns of behavior composed of three overlapping components:

- ☐ Knowledge
- ☐ Desire
- ☐ Skill



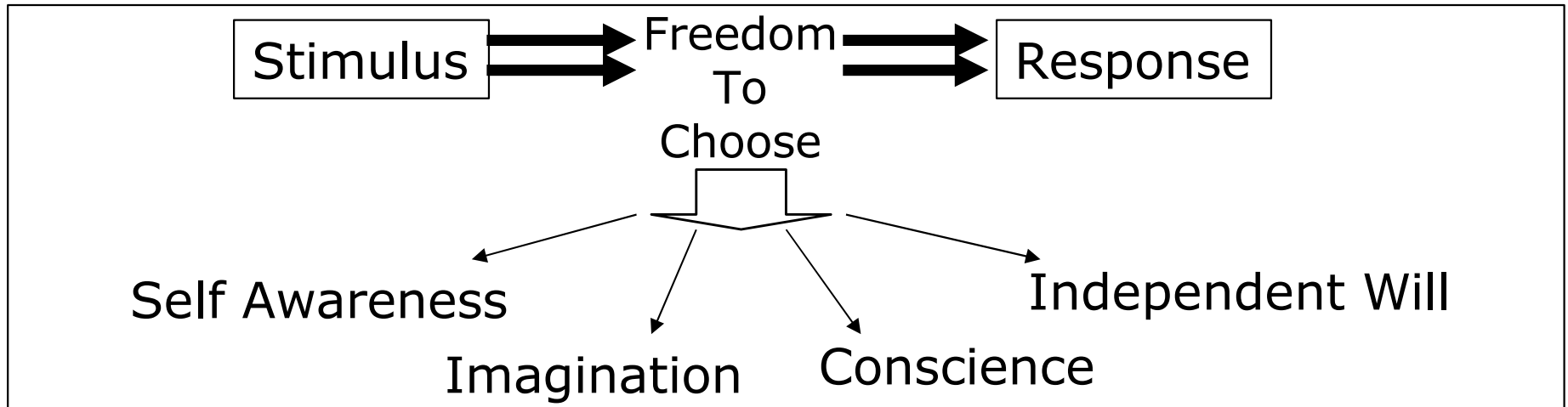
The 7 Habits Paradigm



1: Be Proactive:

Principles of Personal Vision

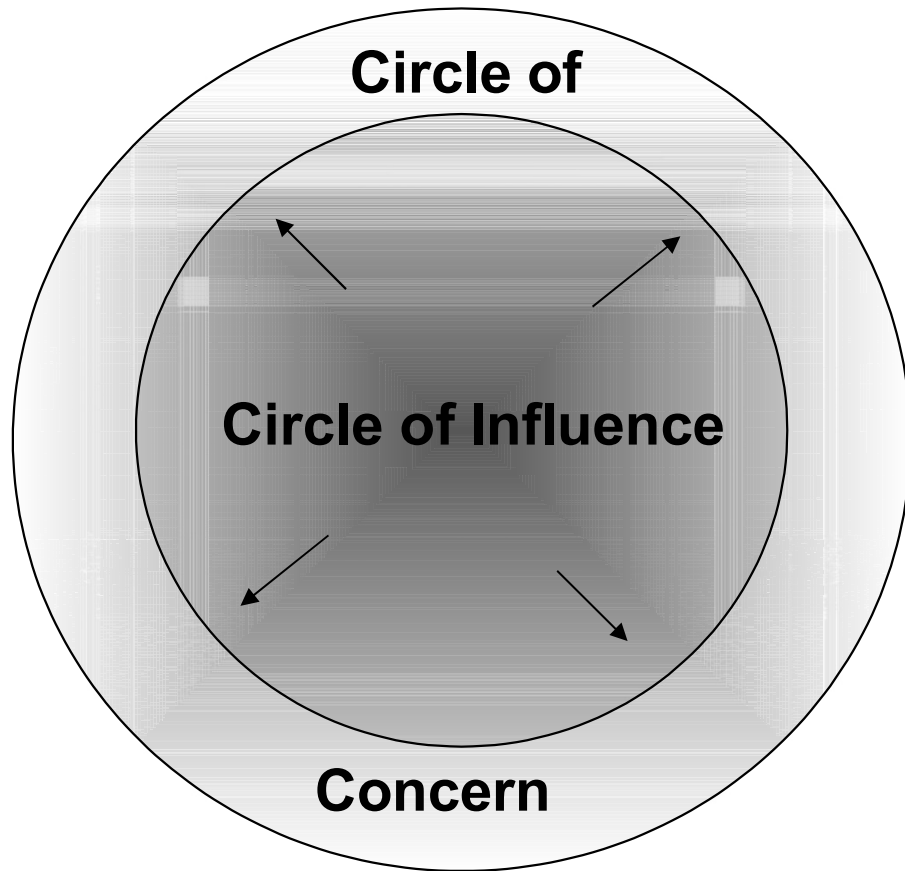
- **Nature of Human derived by**
 - Genetical Determinism, Phycic Determinism & Environmental Determinism



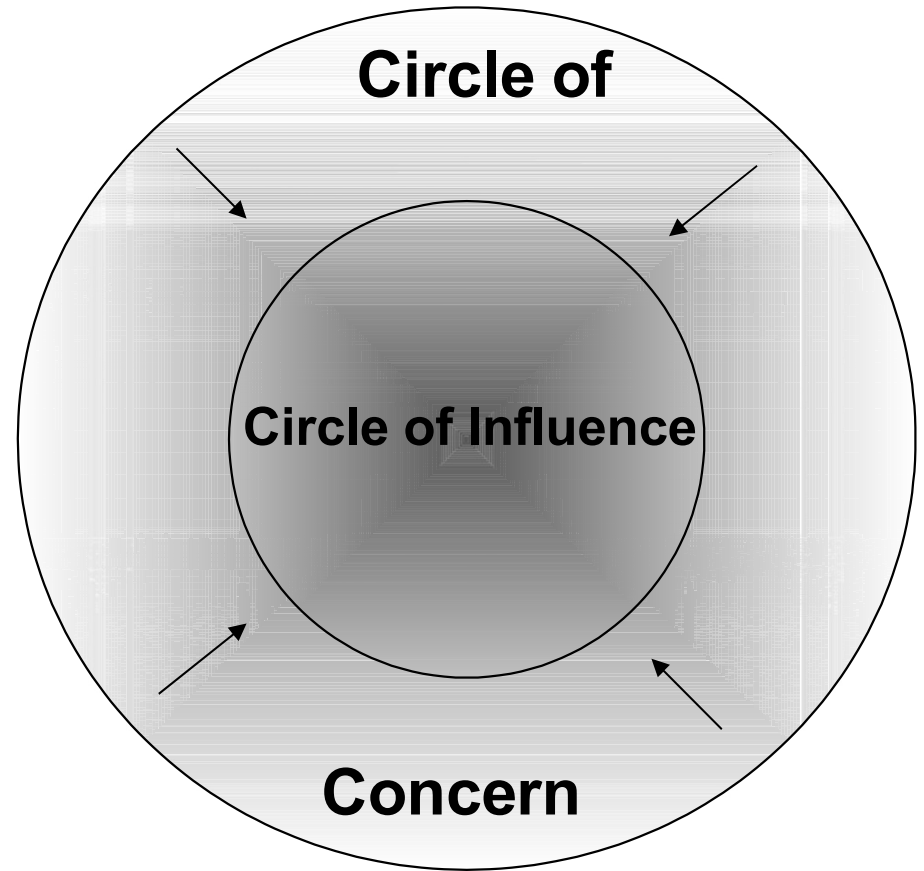
- **Reactive** – holding other Person / situation responsible for own life
- **Proactive** – Taking responsibility for every aspect of own life
- It is more than just taking Initiative
- **Tool** to determine
 - Listening to our languages
 - Circle of Concern / Non-concern / Influence

1: Be Proactive: Principles of Personal Vision

Circle of Concern & Influence



PROACTIVE FOCUS
(Positive energy enlarges
the Circle of Influence)



REACTIVE FOCUS
(Negative energy reduces
the Circle of Influence)

***Increase in circle of Influence gives
ability to keep Commitments & Promise.***

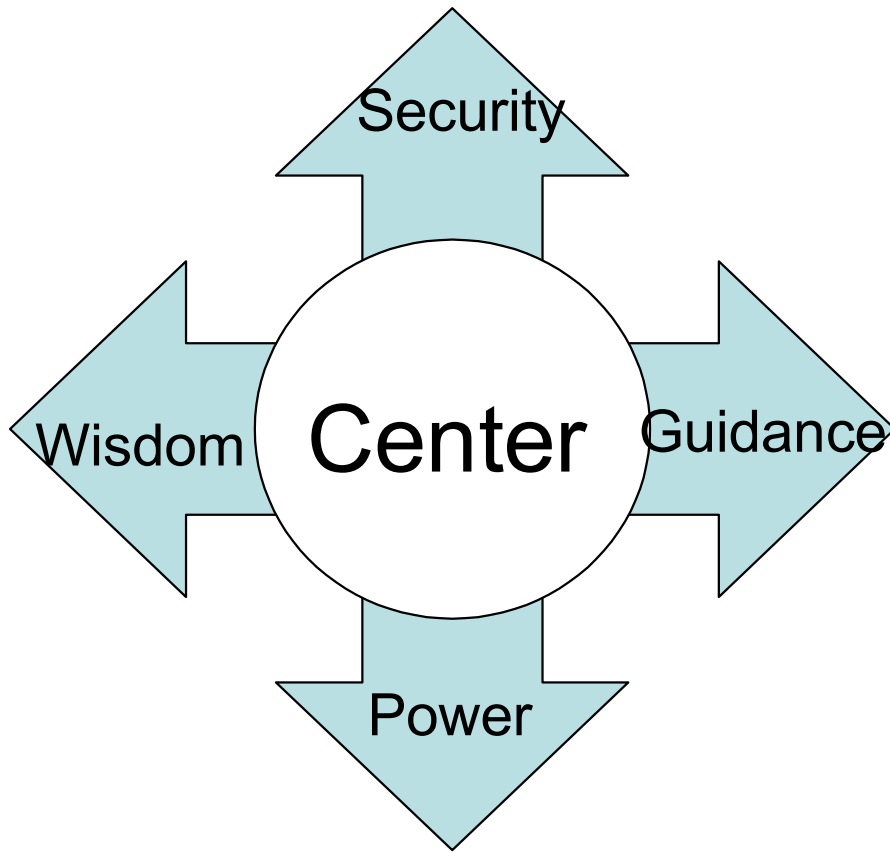
2: Begin with the End in Mind:

Principles of Personal Leadership

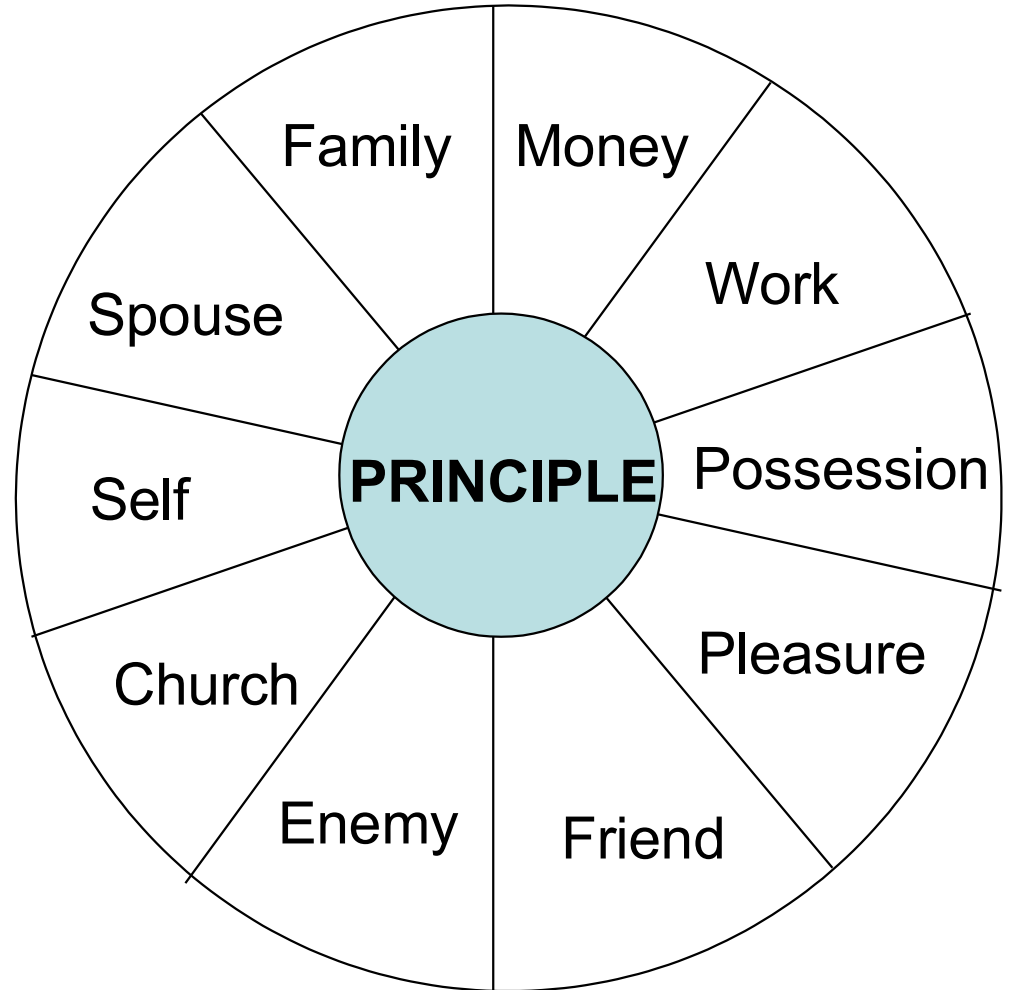
- Based on Principle – All things are created twice
- Paradigm by Design or by Default
 - Own the First Creation (**Self-Awareness**)
- Personal Leadership
 - Begin each day with clear understanding of our desired direction & destination (**Imagination**)
- Center of our Life, alternate centres & Principle Center
- Personal Mission Statement / Philosophy / Personal Constitution
 - What you want to be ? (character)
 - What you want to do? (contribution)
- Write & Use personal Mission Statement
- Using whole brain
- Identify Roles & Goals

2: Begin with the End in Mind:

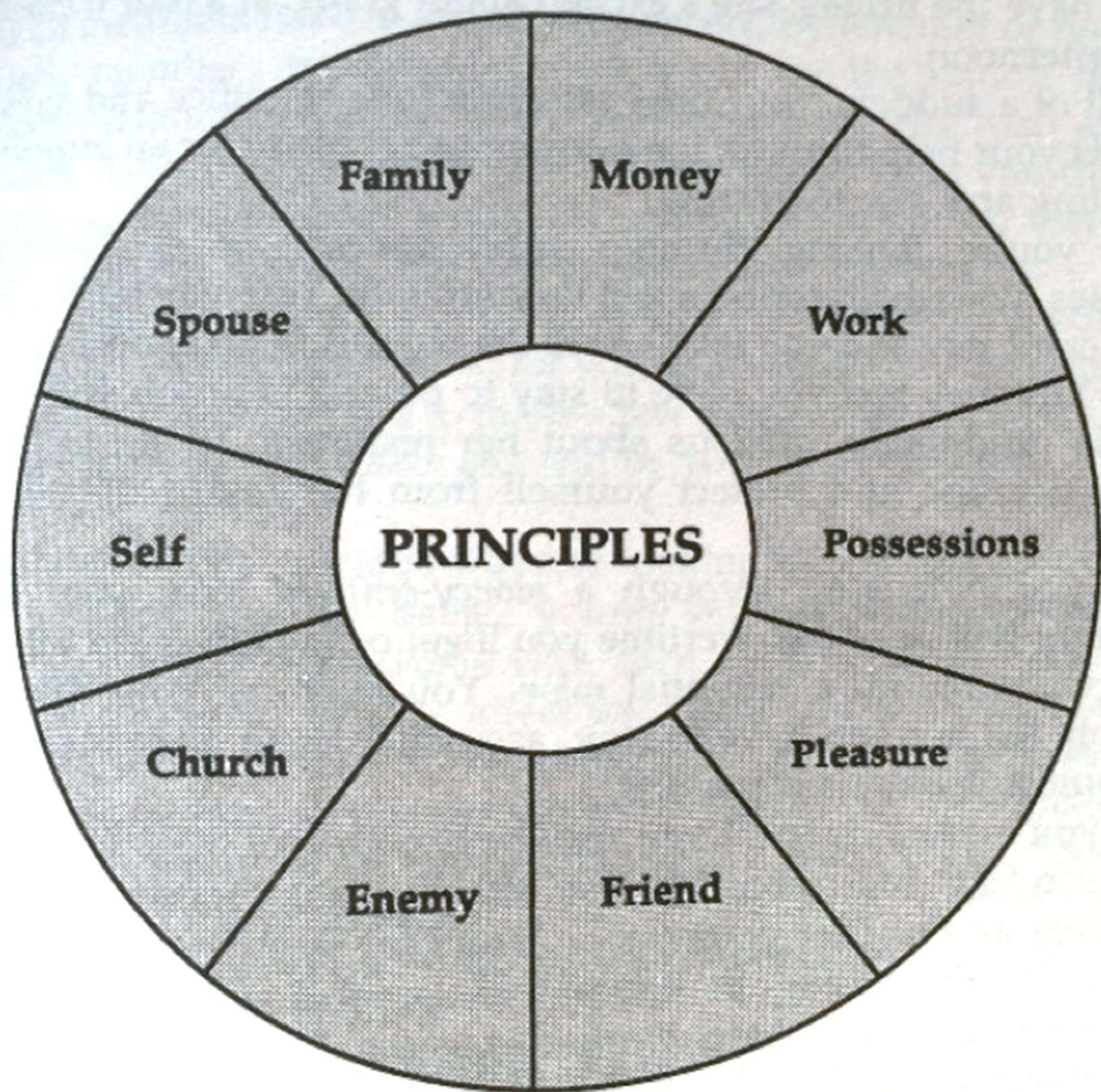
Principles of Personal Leadership



Sources of Life Center



Alternative center



Stephen R. Covey

3: Put First Things First:

Principles of Personal Management

- Effective **Self Management**
- The power of **independent will** makes self Management possible.
- Effective management = putting First thing first = Time Management
- Four generation of Time Management
 - Note & Checklist
 - Calender & Appointment
 - 1+2 + prioritization + classifing values + comparing activities by relative values
 - Do not manage time but Manage Yourself.
- **Tool to for Time Management is Time Management matrix**
- Tools for moving into Quarter II, **delegation work & becoming Q-II self manager**

3: Put First Things First:

Principles of Personal Management

Time Management Matrix

	Urgent	Not Urgent
Important	I Activities: Crises Pressing Problems Deadline Driven Projects	II Activities: Prevention, Relationship building Recognizing new opportunities Planning, recreation
Not Important	III Activities: Interruptions, some calls Some mail, some reports Some meetings Proximate, pressing matters Popular activities	IV Activities: Trivia, busy work Some mail Some phone calls Time wasters Pleasant activities

3: Put First Things First:

Principles of Personal Management

Time Management Matrix

	Urgent	Not Urgent
Important	I Results: Stress Burnout Crisis management Always putting out fires	II Results: Vision, perspective Balance Discipline Control Few Crises
Not Important	III Results: Short-term focus Crisis management See goals and plans as worthless Feel victimized, out of control Shallow or broken relationships	IV Results: Total irresponsibility Fired from jobs Dependent on others or institutions for basics

Lets start with Paradigm Shift