

منتدى الثلاثاء الثقافي

مراجعة كتاب

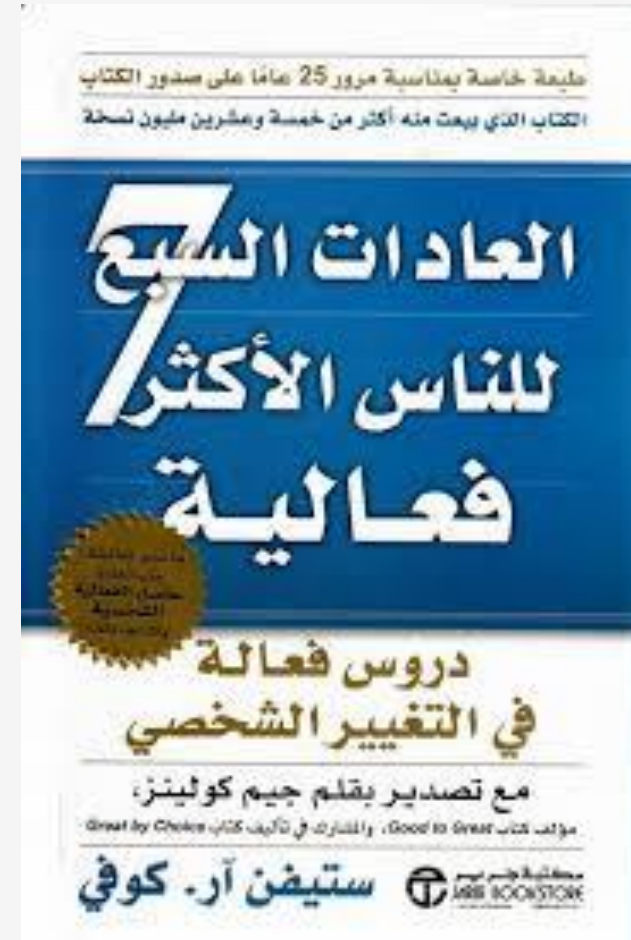
The 7 Habits of Highly Effective People

Powerful Lessons in Personal Change

Stephen Covey

Contents

- The writer Stephen R. Covey
- Character vs Personality
- Habit Formation
- Emotional Bank account
- Maturity Continuum
- H1 - Be Proactive
- H2 - Begin with the End in Mind
- H3 - Put First Things First
- H4 - Think Win-Win
- H5 - Seek First to Understand, Then to Be Understood
- H6 - Synergize
- H7 - Sharpen the Saw
- Concluding Thoughts



Stephen R. Covey

- Born October 24, 1932 (Salt Lake City, Utah).
- An American educator, author, businessman, and keynote speaker.
- In 1987 starts The "Covey Leadership Center" which, in 1997, merged with Franklin Quest to form Franklin Covey, a global professional-services firm.
- Died in April 2012 from a motorcycle accident.

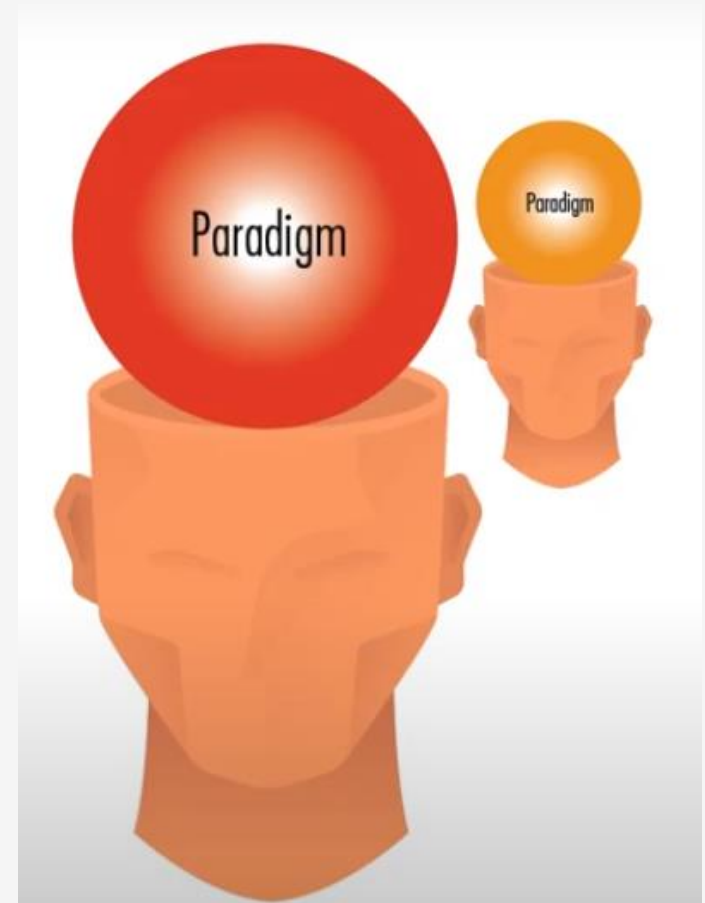
Books:

- Spiritual Roots of Human Relations 1970.
- The 7 Habits of Highly Effective People, sold more than 30 million copies since 1989. The audio version became the first non-fiction sold more than one million copies.
- First Things First.
- Principle-Centered Leadership.
- The 7 Habits of Highly Effective Families.
- The 8th Habit, and The Leader In Me — How Schools and Parents Around the World Are Inspiring Greatness.
- One Child at a Time.



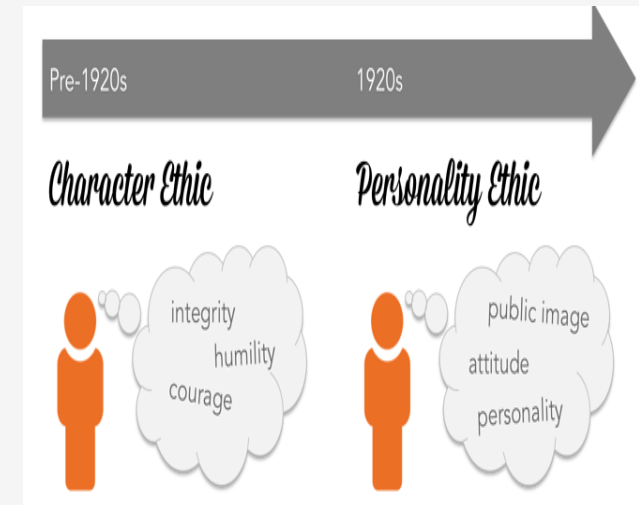
Paradigm

- Paradigm is how one sees reality.
- Everyone have his own way to see the reality.
- The way we see the world is entirely based on our own perceptions. In order to change a given situation, we must change ourselves, and in order to change ourselves, we must be able to change our perceptions.



Character vs. Personality

- Character school of thought rests on traits and values of person.
- Personality school of thought arose right after WWI and continues, to a degree, today.



Habit Formation

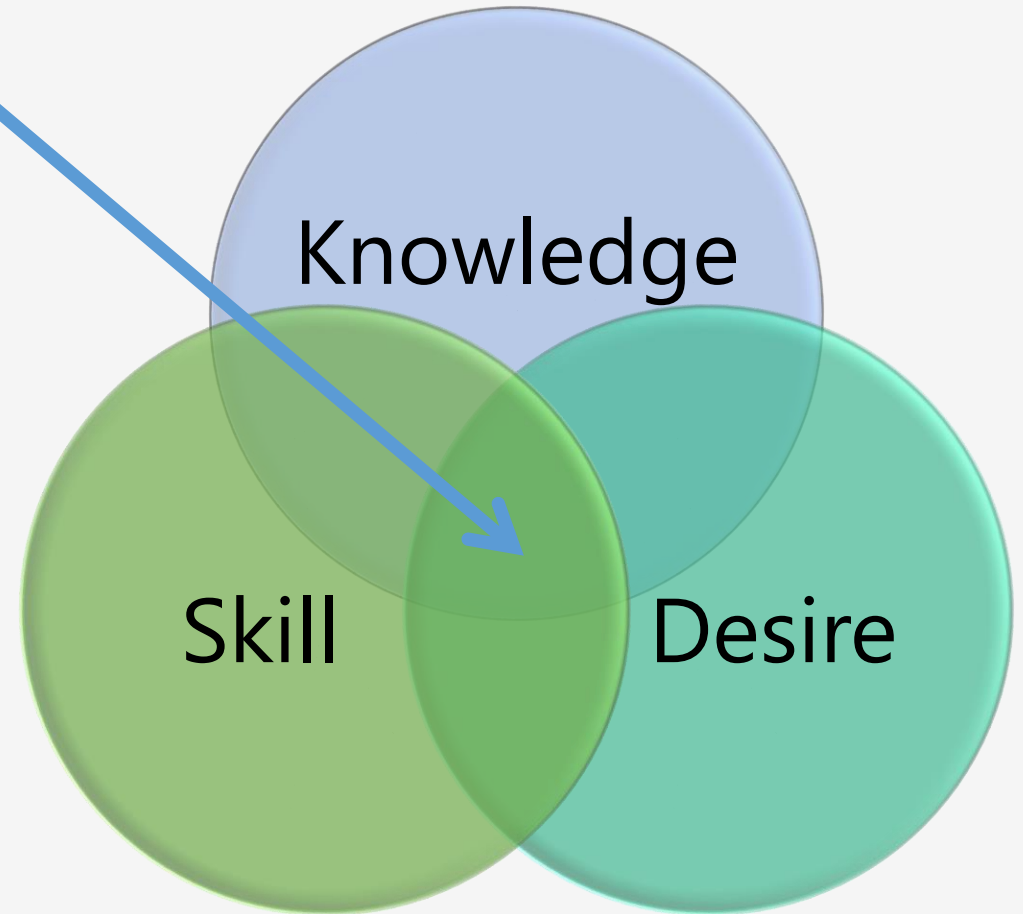
Habit Creation

Habit as the intersection of knowledge, skill, and desire.

- Knowledge is the theoretical paradigm, the what to do and the why.
- Skill is the how to do.
- Desire is the motivation, the want to do.

To make something a habit in our lives, we need to have all three.

These habits are simple but not easy to adopt.



Emotional Bank Account

Emotional bank account as one's relationship with another. When an emotional bank account has more deposits than withdrawals the people involved in that relationship will trust each other.



DEPOSITS

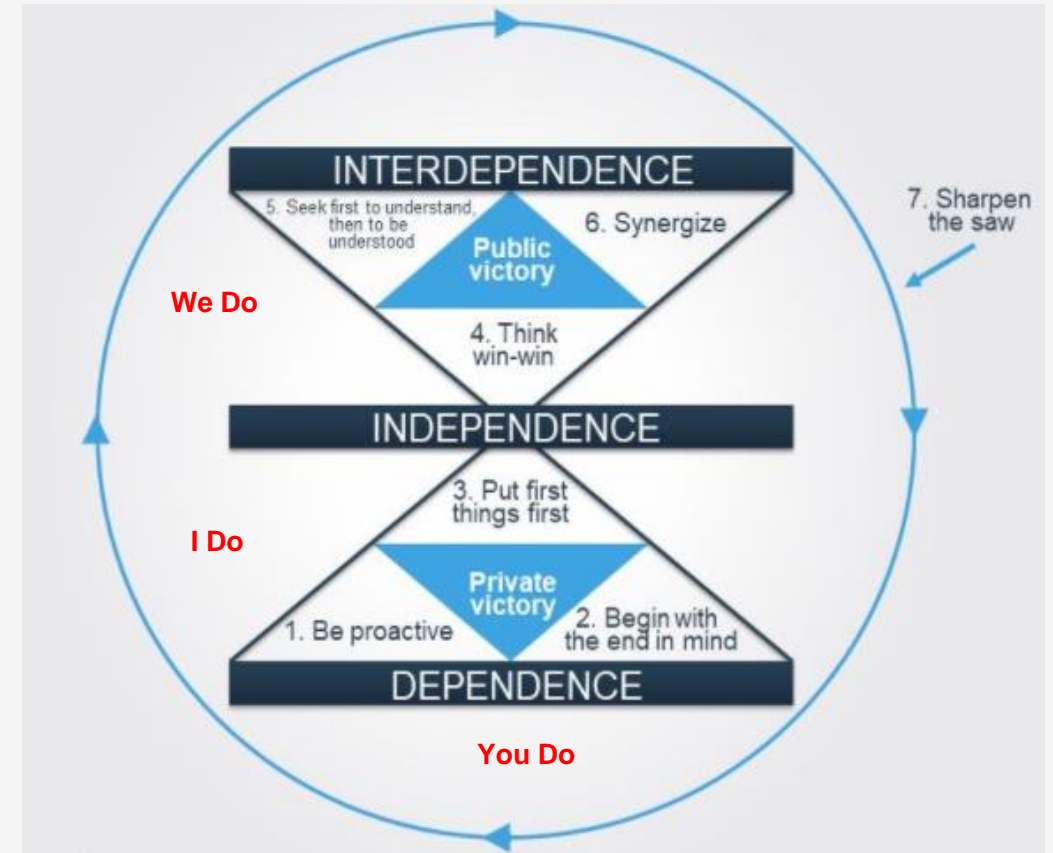
- Seek 1st to understand
- show kindness courtesy and respect
- Keep Promises
- be loyal to absent
- set clear expectations
- Apologize
- Give Feedback
- Forgive

WITHDRAWALS

- Assume you understand
- show unkindness discourtesy, disrespect
- Break Promises
- be disloyal bad Mouth
- Create unclear expectations
- Give No Feed back
- Hold grudges

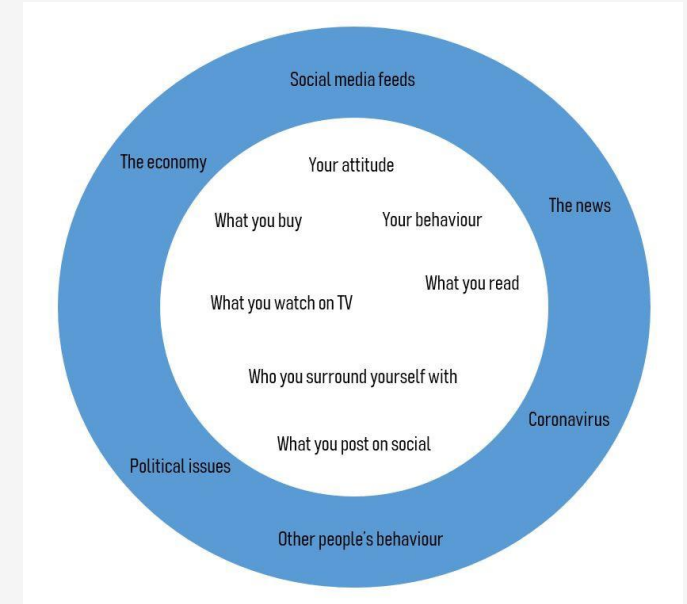
Maturity Continuum

- Habits 1, 2, and 3 are focused on self-mastery and moving from dependence to independence.
- Habits 4, 5, and 6 are focused on developing teamwork, collaboration, and communication skills, and moving from independence to interdependence.
- Habit 7 is focused on continuous growth and improvement and embodies all the other habits

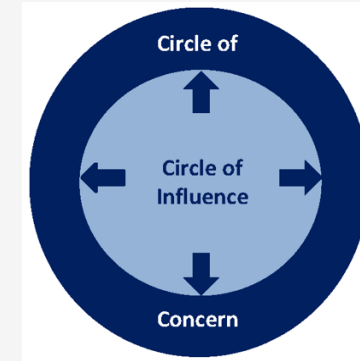
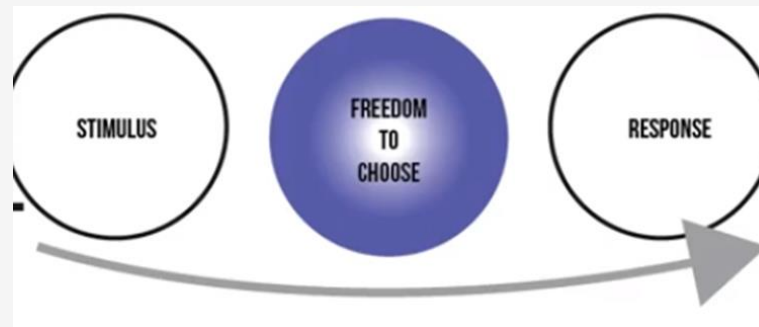


Habit 1: Be Proactive

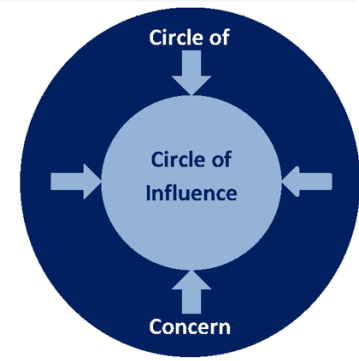
- Your life is a product of your values and choices. You are the creative force of your own life like computer programmer.
- Take responsibility on what happen in your life.
- Don't let a negative environment affect your behavior and decisions.
- Work on things that you can do something about.
- If you make a mistake, learn!



DON'T LET LIFE HAPPEN TO YOU
LET LIFE HAPPEN FOR YOU.
TONY ROBBINS



Proactive Focus
Positive energy enlarges Circle of Influence



Reactive Focus
Negative energy reduces Circle of Influence

Habit 2: Begin with the End in Mind

- It is based on the principle that all things are created twice. There's a mental or first creation, and a physical or second creation, to all things.
- Know where you are going and make sure all of the steps are taken in the right direction.
- First determine the right things to accomplish, then the right way to accomplish them.
- Do not have your ladder leaning against the wrong wall.
- Personal Mission Statement.



Habit 3: Put First Thing First

- If we focus on Quadrant I and spend our time managing crises and problems, it keeps getting bigger and bigger until it consumes us. This leads to stress, burnout, and constantly putting out fires.
- If we focus on Quadrant III, we spend most of our time reacting to matters that seem urgent, when the reality is their perceived urgency is based on the priorities and expectations of others. This leads to short-term focus, feeling out of control, and shallow or broken relationships.
- If we focus on Quadrant IV, we are basically leading an irresponsible life. This often leads to getting fired from jobs and being highly dependent on others.
- Quadrant II is at the heart of effective personal management. It deals with things like building relationships, long-term planning, exercising, preparation -- all things we know we need to do but somehow seldom get around to actually doing because they don't feel urgent.

Things which matter most must never be at mercy of things which matters least.

	URGENT	NOT URGENT
IMPORTANT	<u>Quadrant I</u> <i>urgent and important</i> DO Crisis	<u>Quadrant II</u> <i>not urgent but important</i> PLAN Prevention
NOT IMPORTANT	<u>Quadrant III</u> <i>urgent but not important</i> DELEGATE Interruption	<u>Quadrant IV</u> <i>not urgent and not important</i> ELIMINATE Trivia

Habit 4: Think Win/Win



- Identify the key issues and results that would constitute a fully acceptable solution.
- Make all involved in the decision feel Good about the decision.
- Abundance is the state or feeling of having a relative degree of plentifulness. Scarcity is the state of being or feeling without or not having enough of something. A scarcity mindset is the belief that you need something more to have a happy and fulfilled life. This mindset can be driven by fear and anxiety.

ABUNDANCE/GROWTH MINDSET VS. SCARCITY/FIXED MINDSET

ABUNDANCE/GROWTH

LONG-TERM FOCUS

COOPERATION

RISK = OPPORTUNITY

OPTIMISTIC

OTHER'S SUCCESS IS
INSPIRING

SCARCITY/FIXED

SHORT-TERM FOCUS

COMPETITION

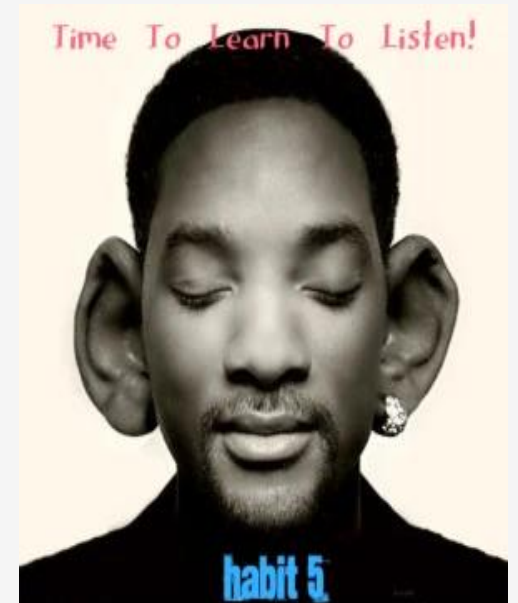
RISK = FEAR

PESSIMISTIC

OTHER'S SUCCESS IS
INTIMIDATING

Habit 5: Seek First to Understand, Then to be Understood

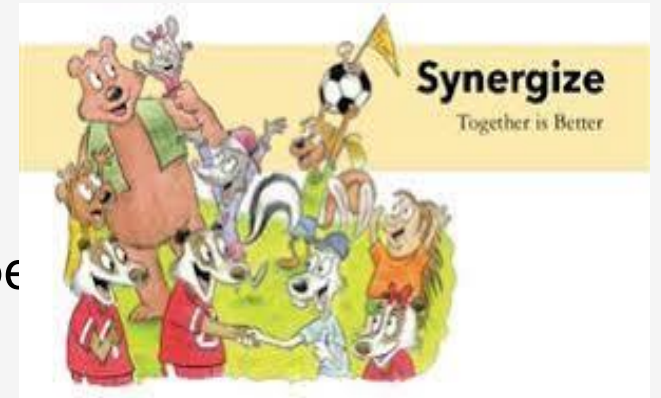
- Learn as much as you can about the situation – “Listen, listen listen”.
- Before we can offer advice, suggest solutions, or effectively interact with another person in any way, we must seek to deeply understand them and their perspective through empathic listening.
- To listen empathically requires a fundamental paradigm shift. We typically seek first to be understood. Most people listen with the intent to reply, not to understand. At any given moment, they're either speaking or preparing to speak.
- When we listen autobiographically -- in other words, with our own perspective as our frame of reference -- we tend to respond in one of four ways:
 1. Evaluate: Agree or disagree with what is said
 2. Probe: Ask questions from our own frame of reference
 3. Advise: Give counsel based on our own experience
 4. Interpret: Try to figure out the person's motives and behavior based on our own motives and behavior



Habit 6: Synergize

- Make the whole greater than the sum of its parts.
- **Synergy** allows us to create new alternatives and open new possibilities. the best in everyone else.
- Synergy allows you to:
 - Value the differences in other people as a way to expand your perspective.
 - Sidestep negative energy and look for the good in others.
 - Exercise courage in interdependent situations to be open and encourage others to be open.
 - Catalyze creativity and find a solution that will be better for everyone by looking for a third alternative.

$$1 + 1 = 3$$



Habit 7: Renewal (Sharpen the Saw)

- Physical: Eat well, get sufficient rest and relaxation, exercise on a regular basis to build endurance, flexibility, and strength.
- Mental: Reading, thinking, visualizing, planning, writing.
- Spiritual: Practice daily meditation or prayers, Communicate with nature
Immerse yourself in great literature or music.
- Social: Seek to deeply understand other people, make contributions to meaningful projects that improve the lives of others, maintain an Abundance Mentality, and seek to help others find success.

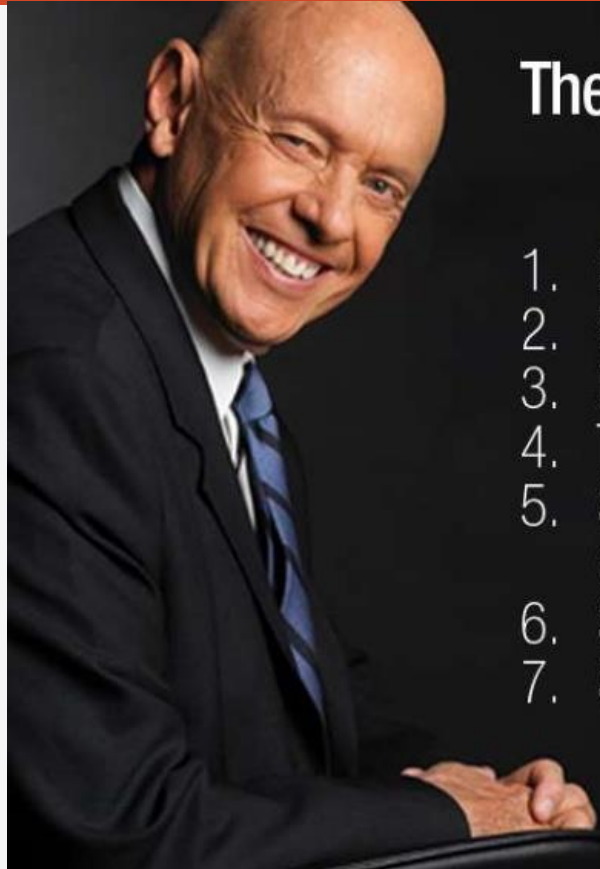


Concluding Thoughts

The Book in Three Sentences

- Success encompasses a balance of personal and professional effectiveness.
- Before you can adopt the seven habits, you need to change your perception and interpretation of how the world works (see: paradigm shift).
- Between what happens to you and your response to it is your freedom to choose that response.

شكرا لكم على حسن الاستماع



The 7 Habits of Highly Effective People

1. Be proactive
2. Begin with the end in mind
3. Put first things first
4. Think win-win
5. Seek first to understand, and then to be understood
6. Synergize
7. Sharpen the saw

Stephen Covey