

The 7 Habits of Highly Effective People

- by Stephen R. Covey

Habit No.

Description

1

Be Proactive

2

Begin with the End in Mind

3

Put First Things First

4

Think Win/Win

5

Seek First to Understand, then to be Understood

6

Synergize

7

Sharpen the Saw

PRIVILEGE
VICTORY

PUBLIC
VICTORY

RENEWAL

* Most Common Human Challenges we face: *

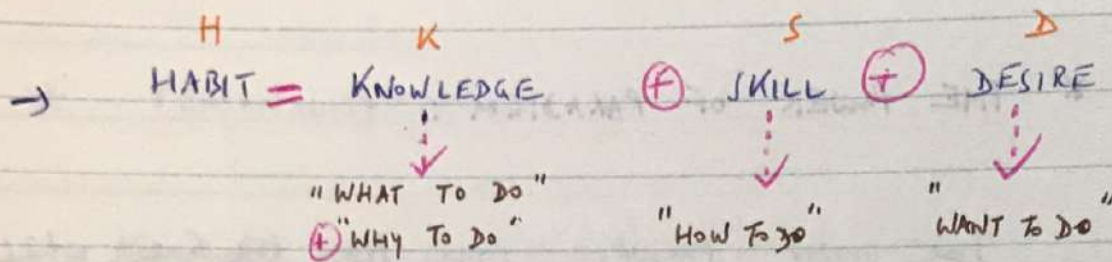
- i) Fear & Insecurity [of losing job, unable to feed their families]
- ii) "I want it now" [Lack of patience]
- iii) Blame & Criticism [Blaming others/circumstances]
- iv) Hopelessness [Lack of hope, confidence (self)]
- v) Lack of Life balance [workaholic, etc.]
- vi) "What's in it for me?" [Being selfish]
- vii) Hunger to be understood
- viii) Conflict & Differences
- ix)

* PERSONALITY ETHIC VS. CHARACTER ETHIC

- Character Ethic is the foundation of success.
- Things like Integrity, Humility, Fidelity, Temperance, Courage, Justice, Patience, Simplicity, Modesty, etc. represents the character of a person.
- Personality Ethic is the basis for success in today's materialistic world.
- Public Image, Behaviour, skills, etc represent the personality of a person.
- one can try & use the human influence strategies & tactics on how to impress people while his character is fundamentally flawed, marked by duplicity & insincerity. Then in the long run they cannot be successful.

* THE POWER OF PARADIGM :

- The word "Paradigm" comes from the Greek which mean the way we "see" the world. - in terms of perceiving, understanding, interpreting.
- To try & change the outward attitudes & behaviours does very little good in the long run if we fail to examine the basic paradigms from which those attitudes & behaviours flow.
- Private victories precede public victories.
- ~~Key~~ Making & keeping promises to ourselves precedes making & keeping promises to others.
- Follow the "Inside out" approach which means to start with self.



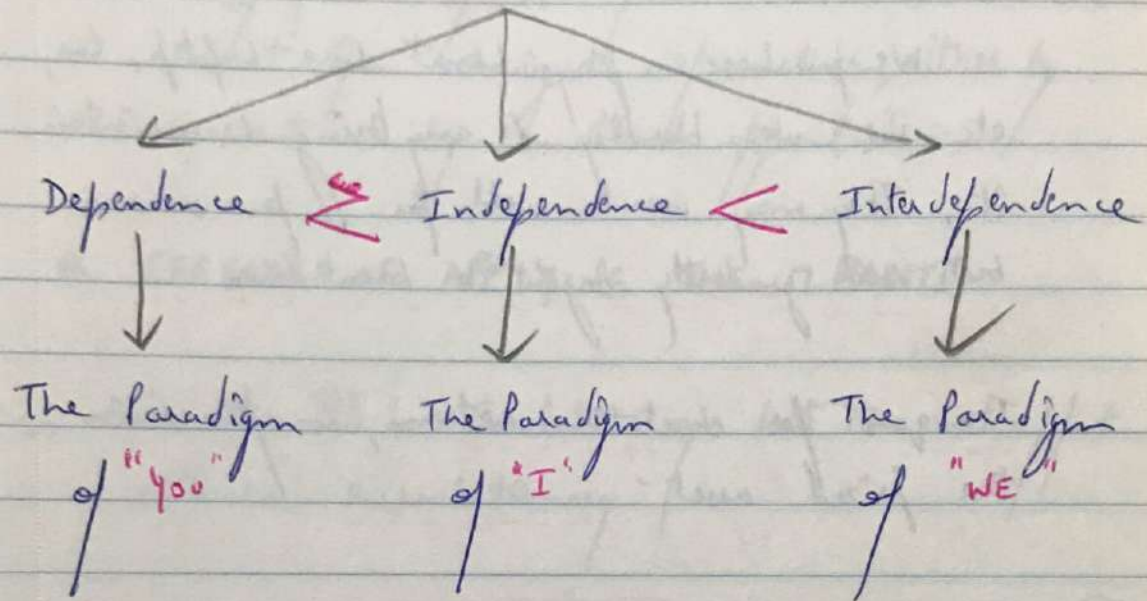
→ To create a habit $\oplus$ Requires work $\oplus$ in all the 3 dimensions

→ Inculcating a habit is a painful process

→ Habit is a change that has to be motivated by a higher purpose, by the willingness to subordinate what you think you want now for what you want later

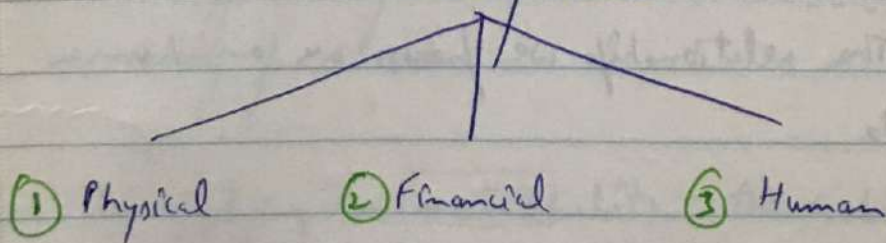
→ Happiness = Fruit of the desire $\oplus$ ability to sacrifice $\oplus$ what we want now for what we want eventually.

* MATURITY CONTINUUM



→ Interdependence is a choice only independent people can make.
Dependent people cannot choose to be interdependent.

3 Kinds of Assets



① Physical Asset:

We purchase a physical asset like Laptop, Car, etc. but we hardly do anything to maintain it. They may work well for a few seasons but will gradually begin to breakdown.

In quest for short-term returns, we often ruin the prized asset.

② Financial Asset

Our capacity to earn is our most important financial asset. so we need to take care of our ~~own~~ health.

③ Human Asset.

The relationship we possess are our human assets.

Effectiveness lies in the balance i.e. the P/PC balance.

P → Production of Desired Results (Golden Egg)
PC → " Capability (Goose)

→ Each of us guards a gate of change that can only be opened from the inside. We cannot open the gate of another, either by argument or by emotional appeal."

* EFFECTS OF APPLYING THE 7 HABITS:

→ Growth will be Evolutionary but the net effect will be Revolutionary.

→ By applying the first 3 habits - the habits of Private Victory = ↑ the self-confidence (+)
know yourself in a deeper way, more ~~mean~~ meaningful way (+) you will define yourself from within rather than people's opinion. (+)
"wrong" & "right" will have little to do with being found out.

→ By applying the next 3 habits - the habits of Public Victory = Improve the deteriorated relations (+) / deepen the good relations

→ The 7th habit will renew the first six.

make you truly independent & capable of effective interdependence.

→ Be patient with yourself while applying the principles/habits.

→ "That which we obtain too easily, we esteem too lightly. It is dearth only which gives everything its value. Heaven knows how to put a proper price on its goods."

Habit 1 : Be Proactive

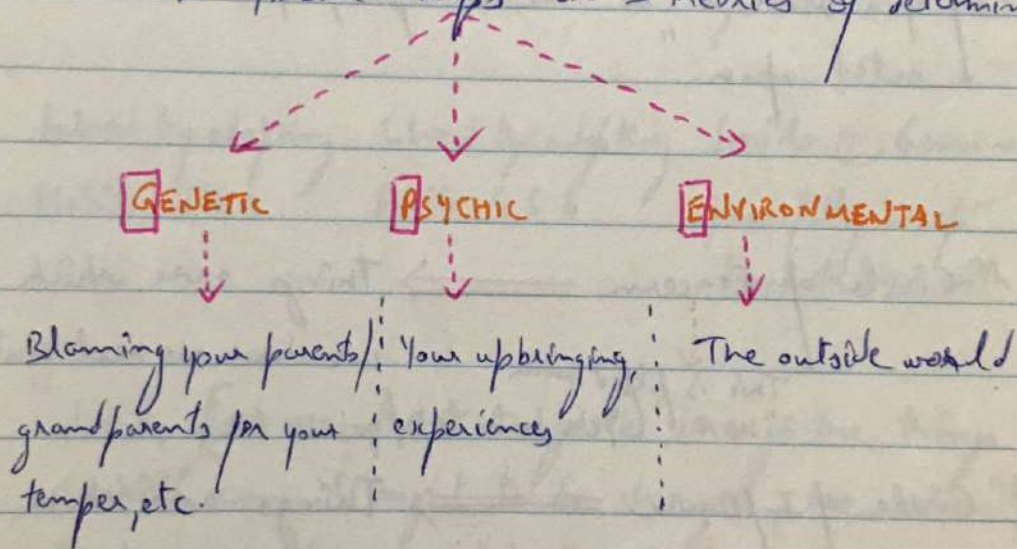
→ Self Awareness = Identifying your present mood
⊕ " " feelings
⊕ " " read your
present state of mind

→ Self-Awareness is what is unique in humans when compared to animals.

* The Social Mirror

→ If the only vision we have of ourselves comes from the social mirror — i.e. from the opinions & perceptions of the people around us.

→ Nature of a man (+) is determined (+) by 3 social maps or 3 theories of determinism



→ Our behaviour = Functions of our decisions, ≠ our conditions

→ Responsibility = "Response - ability" — the ability to choose your response.

→ Proactive people = Driven by values.

→ Don't blame others or circumstance.

→ Say deeply & honestly, "I am what I am today because of the choices I made yesterday."

→ "If you want to be acted upon, you will be acted upon."

→ Circle of Concern → Things over which we have no real control.
This is filled with "HAVES" (Yeh hota toh/yeh ho toh)

Circle of Influence → Things over which we have control
Filled with "BE'S"

→ Proactive people = Focus on Circle of Influence

→ The problems we face fall in 3 areas:

DIRECT

CONTROL



INDIRECT

CONTROL



NO CONTROL



i) Problems involving
OWN behaviour

Problems involving
other PEOPLE'S
behaviour

Problems we can do
nothing about, such as
past / situational realities

ii) Solved by adopting
Habits 1, 2, 3

Solved by adopting
Habits 4, 5, 6

Smile (+) Genuinely (+)
peacefully accept &
learn to live with them

→ "Lord, give me the courage to change the things
which can & ought to be changed, the serenity
to accept the things which cannot be changed,
& the wisdom to know the difference".

→ Four Unique Human
Endowments

Imagination

Conscience

Will [Independent Will]

Awareness [Self-Awareness]

Start with a "Personal Mission Statement"

Habit 2 : Begin with the End in Mind

- It means to start with a clear understanding of your destination.
- Beware → People often find themselves achieving victories only to find that their desire to achieve their goal blinded them to the things that really mattered most & are now gone.
- It is based on the principle that all things are created twice.

First or **MENTAL**
creation

Imagination

Second or **PHYSICAL**
creation

Actual

This is very necessary before physical creation as otherwise if the physical creation goes wrong then it would be expensive to amend.

→ Habit 2 is based on the principles of leadership.

→ LEADERSHIP

MANAGEMENT

i) First creation

ii) Second creation

ii) It is "doing the right things"

ii) It is doing things right

iii) It determines whether the ladder is leaning against the right wall.

iii) It is the efficiency in climbing the ladder of success.

iv) It means "what are the things I want to accomplish?" [KYA]

iv) It means "how to accomplish those things." [Kaise]

v) Based on Habit 2

v) Based on Habit 3

→ Write your own script.

SELF-AWARENESS

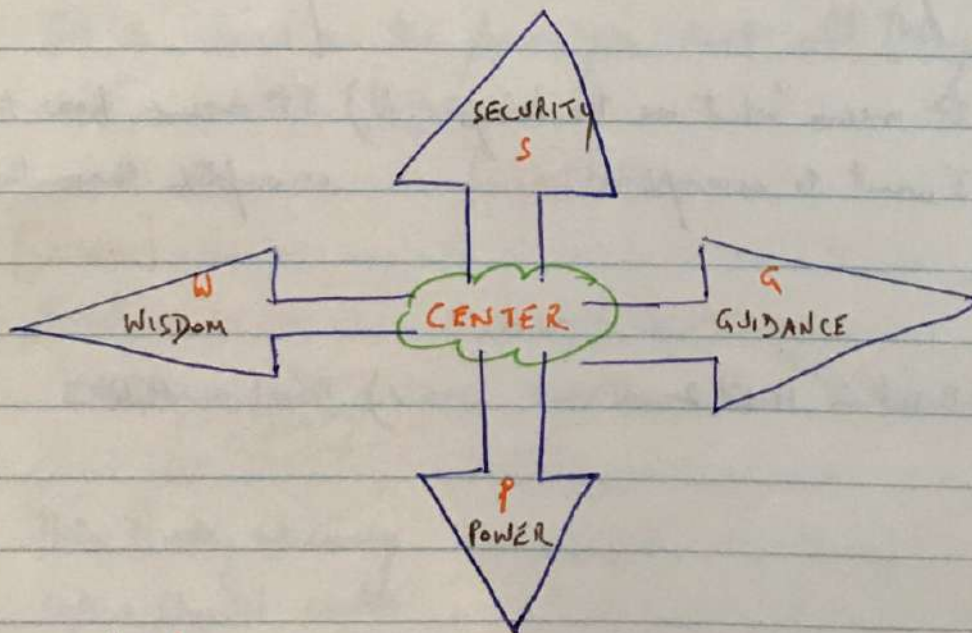
IMAGINATION

CONSCIENCE

Empowers us to write our own script.

→ Real SUCCESS = SUCCESS with SELF (+) victory over self.

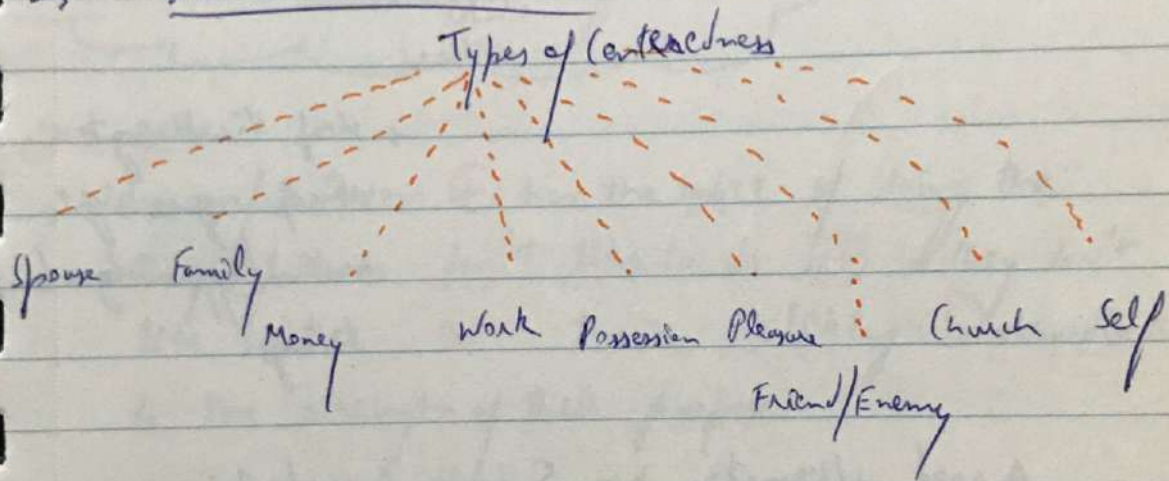
→ There are 4 INTERDEPENDANT Centers in our life:



SG/W/P
↓ ↓ ↓
Sumit Waman Phayal
Gurukulam

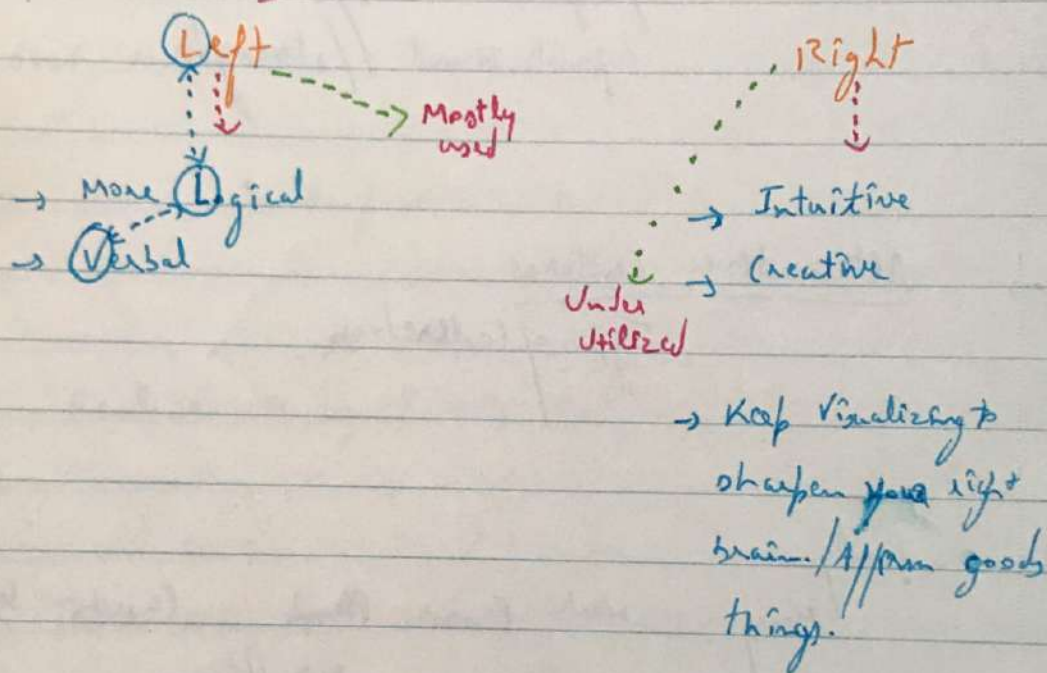
S represents your identity, self-esteem, etc.
 G " " source of direction in life.
 W " " perspective in life.
 P " " capacity to act // strength

→ Alternative Centers:



→ A personal mission statement is not something you write overnight. It takes deep introspection, careful analysis, thoughtful expression, & often many rewrites to produce it in final form. It may take weeks or even months before you really feel comfortable before you feel it is a complete & concise expression of your innermost values & directions. Even then, you would want to review it regularly & make minor changes as the years bring additional insights.

→ Human Brain has 2 hemispheres:



→ A good affirmation has 5 basic ingredients:

- i) Personal
- ii) Positive
- iii) Present Tense
- iv) Visual
- v) Emotional

→ All (+) peak performers (+) experience it (+) before (+) actually (+) doing it i.e. they "Begin with the end in mind"

→ Our RIGHT brain is one of the most important asset in creating both our personal mission statement & integrating it into your life.

Habit 3: Put First Thing First

→ Successful Person ⊕ has the habit of doing the things ⊕ failures don't like to do ⊕ they don't like either BUT their disliking ⊕ subordinated to the strength of their purpose

TIME MANAGEMENT MATRIX

	URGENT	NOT URGENT
IMPORTANT	→ Deadline driven projects I	→ Relationship building → Planning → Exercise → Mission statement II
NOT IMPORTANT	→ Same calls → meetings III	→ Time Wasters → Pleasant activities IV

Put more stress here

Least

→ Effective people ⊕ stay out of ⊕ quadrant 3 & 4
⊕ they spend max. time ⊕ in quadrant 2.

→ Learn to say "No" to the unimportant
with a ⊕ pleasant ⊕ non-apologetically ⊕ smilingly

→ The key is NOT to prioritize what's on your schedule
BUT to schedule your priorities.

→ Learn to delegate as it ↑ the P & PC

Two types of Delegation

GOFER Delegation

STEWARDSHIP Delegation

means a
job with
trust

→ This type stresses on the
METHODS

→ This type stresses on the
RESULTS & ≠ methods

→ They have clear understanding
in 5 areas:

a) Desired Results

↳ Focus on "WHAT"
≠ "How"

- b) Guidelines → Point out potential failure paths
- c) Resources → Identify resources that person can use
- d) Accountability → Set up standards of performance
- e) Consequences → Specify what good or bad could happen on evaluation.

→ Trust is the highest ^{form} ~~level~~ of ^{human} motivation.

→ Private Victory precedes Public Victory.

→ You can't have the fruits without the roots.

→ Self Mastery & Self-discipline are the foundation of anything.

→ Build an Emotional Bank Account & there are a Six major deposits: (1990)

- i) Understanding the Individual
- ii) Attending to the Little Things
- iii) Keeping Commitments
- iv) Clarifying Expectations
- v) Showing Personal Integrity
- vi) Apologizing Sincerely when you make a withdrawal (mistake)

Habit 4: Think Win/Win

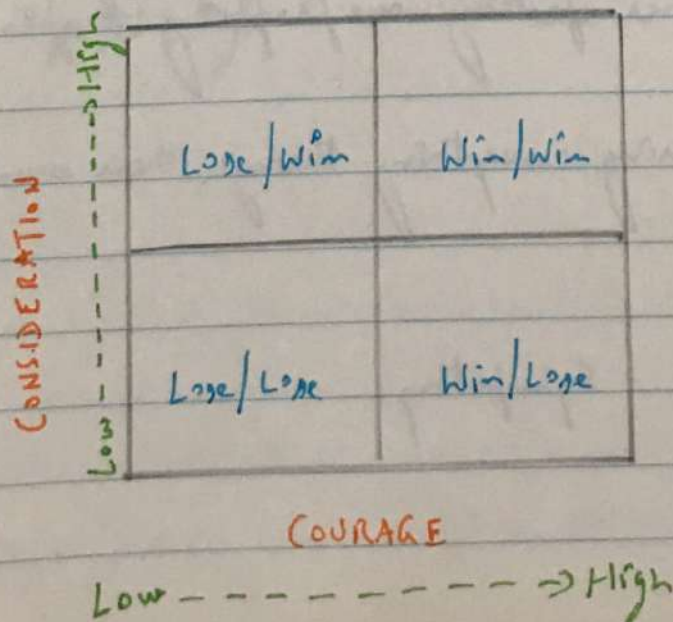
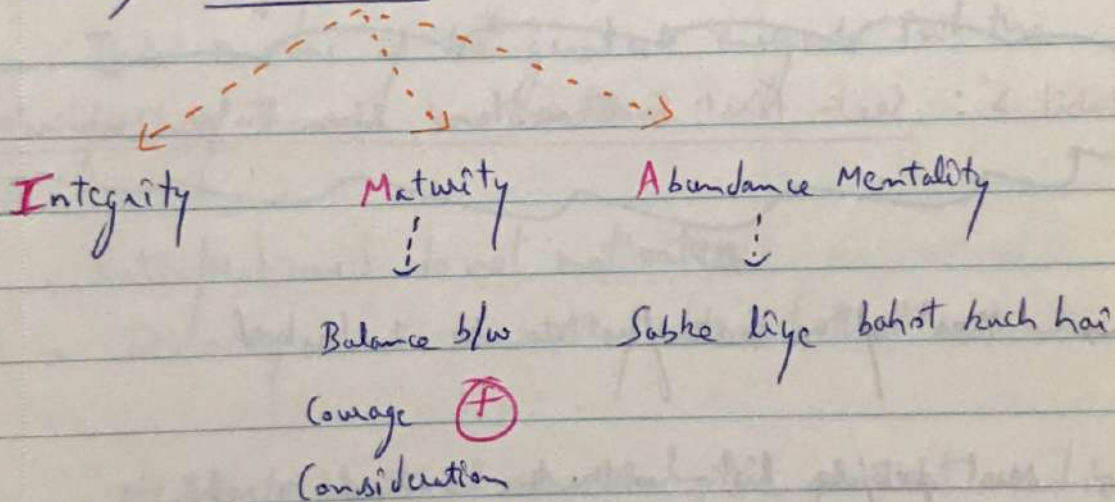
SIX paradigms of Human interaction

- | | |
|------------|----------------------|
| → Win/Win | → Lose/Lose |
| → Win/Lose | → Win |
| → Lose/Win | → Win/Win or No Deal |

→ It takes great courage to create mutual benefits particularly when we are interacting with others who are deeply scripted in Win/Lose.

→ FIVE Dimensions of Win/Win

i) Character



ii) Relationships

iii) Agreements

iv) Supportive Systems

v) Processes

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

→ Most of us seek first to be understood

→ Most people listen with the intent to reply,
they are either speaking or preparing to speak

→ They are filtering everything through their own
paradigms

→ Empathy $\neq$ Sympathy

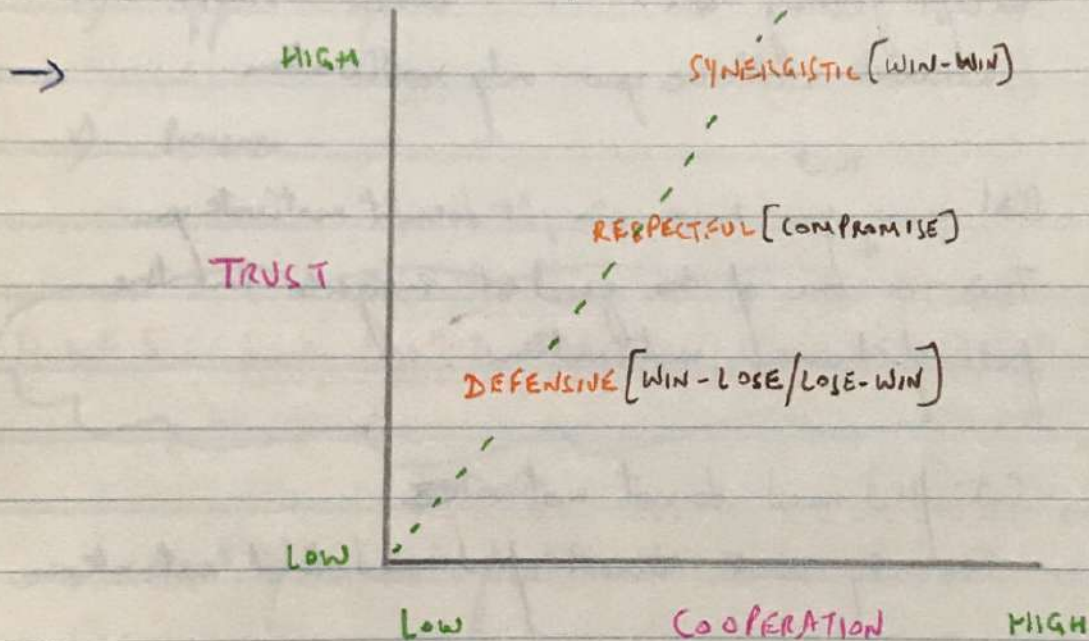
→ If all the air were sucked out of the room you are in right now, what would happen to your interest in this book? You wouldn't care about the book, you wouldn't care about anything except getting air.
Survival will be your only motivation.

that
But now you have air, it doesn't motivate you.
This is one of the greatest insights in the field of human motivation:

- Satisfied need do not motivate
- It's only that unsatisfied need that motivates
- Next to physical survival, the greatest need is psychological survival.

Habit 6: Synergize

→ The concept of synergy means that,
Whole > Sum of its part



→ Valuing the Differences:

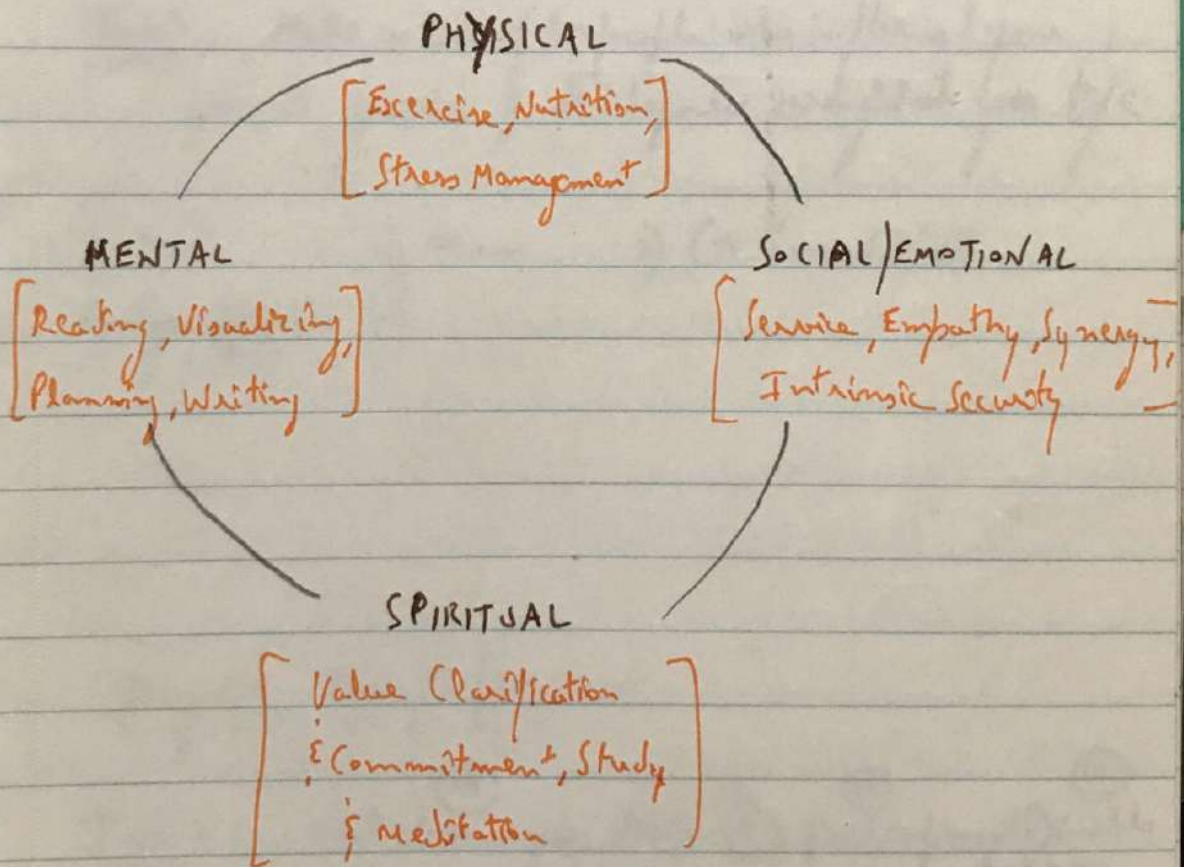
- i) Mental
- ii) Emotional
- iii) Psychological

→ Key to value these differences is to realize all people see ^{the} world, not as it is, but as they are

Habit 7: Sharpen the Saw

→ Its preserving (+) enhancing the greatest asset you have — you.

→ Four Dimensions of Renewal:



→ Moving along the upward spiral requires
us to :

Learn

Commit

Do