

Presentation to GDOE School Librarians

# The 7 Habits of Highly Effective People

## ▸ Habits Defined

A habit is an unconscious pattern of behavior acquired by frequent repetition.

## ▸ Habits

- Knowledge is what to do and why.
- Skill is the how to do.
- Desire is the motivation, the want to do.
- A habit is the intersection of knowledge, skill and desire.

# ▸ The Seven 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, Then to be Understood
6. Synergize
7. Sharpen the Saw

▸ HABIT 1: BE PROACTIVE

# The Habit of Personal Vision

# The Great Discovery

Think of a person who made a positive difference in your life. What qualities does that person have that you would like to develop?

Imagine yourself in 5 years. You are surrounded by the most important people in your life. Who are they and what are you doing?

Describe a time when you were deeply inspired.

Name ten things that you love to do.

## ▸ Changing a Habit

- It's not always easy to change a habit, but it's always possible.
- Cross your arms
- Now cross them the other way.
  - How does it feel?
- If you fold them the opposite way for 30 days, it would become a new habit.

## ▸ HABIT 1: BE PROACTIVE

Recognizing that I have the  
freedom and ability to choose  
how I respond to whatever  
happens to me!

# ▸ Habit 1: Be Proactive

Proactive – Water

Proactive people make choices based on values/principles. They think before they act.

Reactive – Soda Bottle

People who are reactive, make choices based on impulse

# Reactive vs. Proactive Language

Reactive Language	Proactive Language
There's nothing I can do	Let's look at our alternatives
That's just the way I am	I can choose a different approach
He makes me so mad	I control my own feelings
They won't allow that	I can create an effective presentation
I have to do that	I will choose an appropriate response
I can't	I choose
I must	I prefer
If only	I will

▸ HABIT 2: BEGIN WITH THE END IN MIND

# The Habit of Personal Leadership

▸ HABIT 2: BEGIN WITH THE END IN MIND

If you don't know where you are going, how will you know when you get there?

## HABIT 2: BEGIN WITH THE END IN MIND

- Most endeavors that fail, fail with the first creation.
- Leadership is the first creation and management is the second creation.
- Management is doing things right but Leadership is doing the right things.

## ▸ Habit No. 2: Begin with the End in Mind

If you aren't clear about where you want to end up in life, about your values, goals, and what you stand for, you will wander and waste time.

Activity: Create a personal mission statement which will act as a road map to direct and you're your decision-making process.

# ▸ HABIT 3: PUT FIRST THINGS FIRST

## The Habit of Personal Management

## ▸ HABIT 3: PUT FIRSTS THINGS FIRST

Organize and execute around  
priorities.

## Two Factors to Define Any Activity

Urgency – An activity is urgent if you or others feel that it requires immediate attention.

Importance- An activity is important if you personally find it valuable, and if contributes to your mission values, and high-priority goals.

## ▸ Create an Agenda—What kinds what you do?

Discuss – What will you be doing in a day? In a week? Share



Important

Not Important

<b>Urgent</b>	<b>Not Urgent</b>





Important

Not Important

<b>Urgent</b>  Q1 - Necessity	<b>Not Urgent</b>  Q2 - Effectiveness
Q3 - Deception	Q4 - Waste





Important

### Urgent

- Crisis
- Last-minute tasks
- Sudden problems

### Not Urgent

- Studying/Learning
- Assignments
- Exercise
- Maintenance
- Planning
- Training
- Relationship Building

Not Important

- Interruptions
- Phone-Calls
- Some email
- Facebook
- Some Web-surfing
- TV Series Program

- Trivia
- Games
- Magazines
- Idle Chatter
- Complaining/Grumbling



Important

Not Important

<b>Q1 – Stressful Living</b> <ul style="list-style-type: none"><li>• <b>Stress</b></li><li>• <b>Burnout</b></li><li>• <b>Crisis Management</b></li></ul>	<b>Q2</b>
<b>Q3</b>	<b>Q4</b>



# ▸ HABIT 3: PUT FIRST THINGS FIRST

## Importance vs. Urgency

- Effective Management is putting first things first
- Urgent Matters are usually visible
- Important matters contribute to our mission
- Effective People stay out of Q3 & Q4

## ▸ HABIT 4: THINK WIN-WIN

The Habit of Mutual Benefit

## ▸ HABIT 4: THINK WIN-WIN

Win-win means seeking solutions  
that allow every one to win.

## ▸ HABIT 4: THINK WIN-WIN

Successful relationships are  
built on a win-win foundation.

## ▸ HABIT 4: THINK WIN-WIN

A win-win character consist of  
three traits:

Integrity

Maturity

Abundance Mentality

## ▸ Habit No. 4: Think Win-Win

- Win-Lose – Competitive
- Lose-Win – Keeping quiet because it's easier than speaking up and letting others win without trying
- Lose-Lose – Nobody winning
- Win-Win – Belief that all people can win. Taking others' feelings into consideration, while acknowledging that your feelings are just as valid. Having a mutually beneficial solution.

▸ HABIT 5: SEEK FIRST TO UNDERSTAND  
THEN TO BE UNDERSTOOD

To truly understand, we must  
listen to more than words.

▸ HABIT 5: SEEK FIRST TO UNDERSTAND  
THEN TO BE UNDERSTOOD

Empathy is listening with the eyes  
and the “heart.”

## ▸ HABIT 6: SYNERGY

The Habit of creative  
cooperation.

## ▸ HABIT 6: SYNERGY

Synergy means one plus one equals three or more.

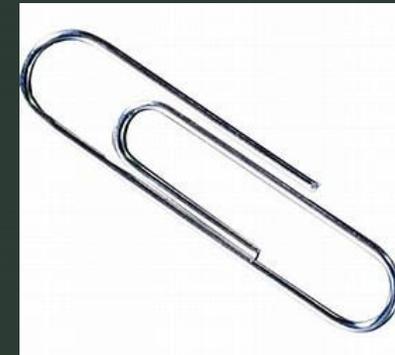
## ▸ HABIT 6: SYNERGY

The term synergy comes from the Greek word syn-ergos means “working together.”

## ▸ Habit No. 6: Synergize

Individual Activity 1: The Uses of a Paper Clip (2 minutes)

In Teams of Two: Continue the “Uses of a Paper Clip” (2 minutes)

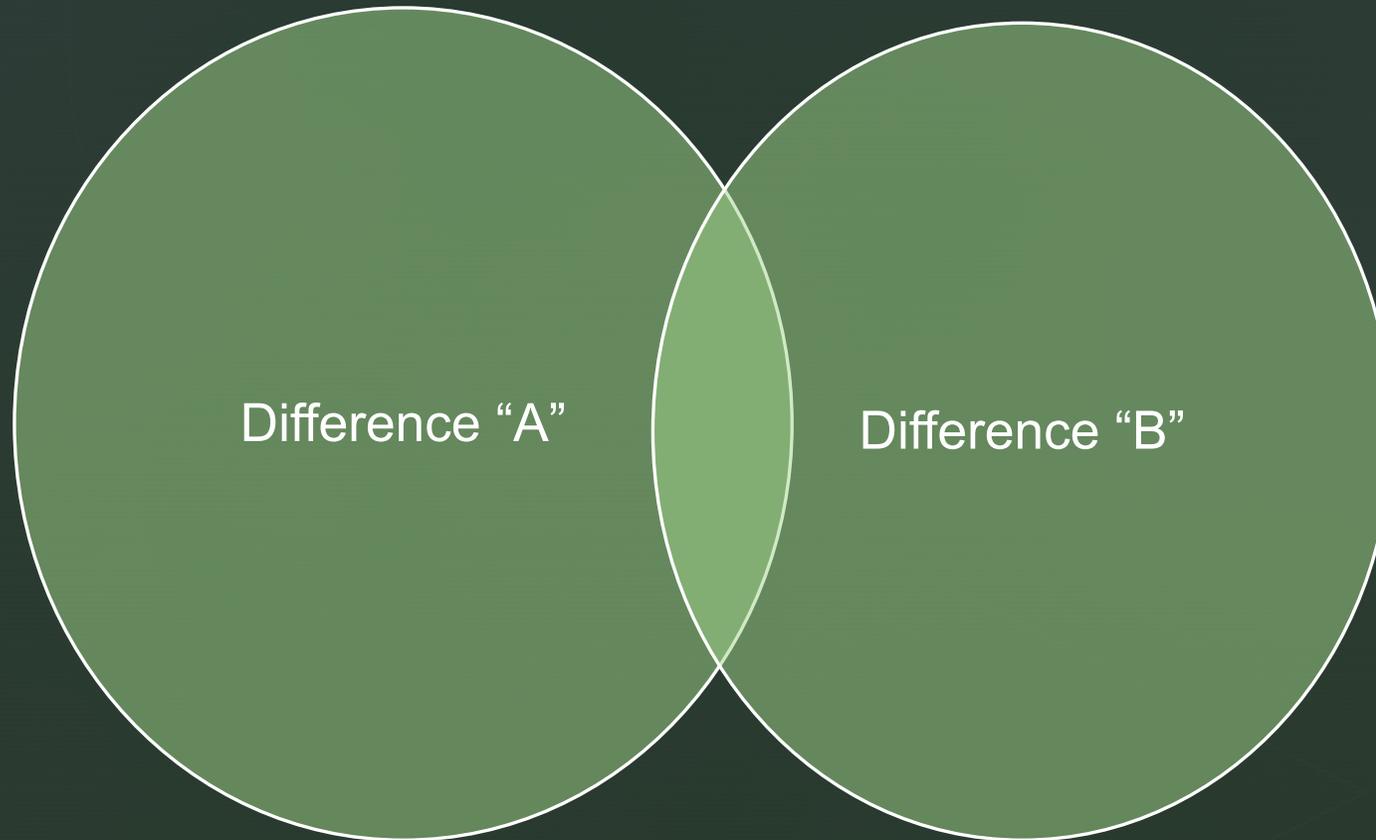


Reflect on Team Effort experience

Synergy is achieved when two or more people work together to create something better than either could alone.

Synergy allows us to value differences and better appreciate others.

- ▶ **CELEBRATE DIFFERENCES:** Come up with at least five differences and five things you have in common.



## ▸ HABIT 7: SHARPEN THE SAW

# The Habit of Self-Renewal

▸ HABIT 7: SHARPEN THE SAW

A balance between  
production and production  
capability.

## Renew Yourself

Dimension	What you can do---
Body	Exercise, eat healthy, sleep well and relax
Brain	Read, educate, write, learn new skills
Heart	Build relationships, give service, and laugh
Soul	Meditate and keep a journal

# FOUR DIMENSIONS OF RENEWAL

**Exercise, Nutrition, Stress Management**

**Mental – Reading, Visualizing, Planning and Writing**

**Social/Emotional – Service, Empathy, Synergy, Intrinsic Security**

**Value Clarification and Commitment and Meditation**

# Self Evaluation

No.	Question
1.	The area of my life (body, mind, heart, soul) the most developed is _____ because _____.
2.	The area of my life (body, mind, heart, soul) that needs more effort is _____ because _____.
3.	The goal that I want to set for myself which relates to Habit No. 7 is _____.
4.	One strategy I can use to attain this goal is _____.
5.	This is how I will measure my success with my goal _____.

# SEVEN HABITS OF HIGHLY EFFECTIVE PEOPLE

## Habit 1

### Be Proactive.

Proactive people take responsibility for their own lives. They determine the agendas they will follow and choose their response to what happens around them.

### Be Reactive.

Reactive people don't take responsibility for their own lives. They feel a product of circumstances, their past, and other people. They do not see as the creative force in their lives.

# SEVEN HABITS OF HIGHLY EFFECTIVE PEOPLE

## Habit 2

### Effective People

Begin with the End in Mind. These people use personal vision, correct principles, and their deep sense of personal meaning to accomplish tasks in a positive and effective way. They live life based on self-chosen values and are guided by their personal mission statement.

### Ineffective People

Begin with No End in Mind. These people lack personal vision and have not developed a deep sense of personal meaning and purpose. They have not paid the price to develop a mission statement and thus live life based on society's values instead of self-chosen values.

# SEVEN HABITS OF HIGHLY EFFECTIVE PEOPLE

## Habit 3

### Effective People

Put First Things First. These people exercise discipline, and they plan and execute according to priorities. They also “walk their talk” and spend significant time in Quadrant 2.

### Ineffective People

Put Second Things First. These people are crisis managers who are unable to stay focused on high-leverage tasks because of their preoccupation with circumstances, their past, or other people. They are caught up in the “thick of things” and are driven by the urgent.

# SEVEN HABITS OF HIGHLY EFFECTIVE PEOPLE

## Habit 4

### Effective People

Think Win-Win

These people have an abundance mentality and the spirit of cooperation. They achieve effective communication and high trust levels in their Emotional Bank Accounts with others, resulting in rewarding relationships and great power to influence.

### Ineffective People

Think Win-Lose or Lose-Win

These people have a scarcity mentality and see life as a zero-sum game. They have ineffective communication skills and low trust levels in their Emotional Bank Accounts with others, resulting in a defensive mentality and adversarial feelings.

# SEVEN HABITS OF HIGHLY EFFECTIVE PEOPLE

## Habit 5

### Effective People

Seek First to Understand, Then to be Understood.  
Through perceptive observation and empathic listening, these non-judgmental people are intent on learning needs, interests, and concern of others. They are able to courageously state their own needs and wants.

### Ineffective People

Seek First to be Understood. These people put forth their point of view based solely on their auto-biography and motives, without attempting to understand others first. They blindly prescribe without first diagnosing the problem.

# SEVEN HABITS OF HIGHLY EFFECTIVE PEOPLE

## Habit 6

### Effective People

Synergize.

Effective people know that the whole is greater than the sum of the parts. They value and benefit from differences in others, which results in creative cooperation and teamwork.

### Ineffective People

Compromise, Fight or Flight. Ineffective people believe the whole is less than the sum of the parts. They try to “clone” other people in their own image. Difference in others are looked upon as threats.

# SEVEN HABITS OF HIGHLY EFFECTIVE PEOPLE

## Habit 7

### Effective People

Sharpen the Saw.  
Effective people are involved in self-renewal and self-improvement in the physical, mental, spiritual and social and emotional areas, which enhance all areas of their life and nurture the other six habits.

### Ineffective People

Wear Out the Saw.  
Ineffective people fall back, lose their interest, and get disordered. They lack a program of self-renewal and self-improvement and eventually lose the cutting edge they once had.



# Summary





# Question/Answer Session

