

Tips for Leading an Effective Life

Based on Steven R. Covey's
"The 7 Habits of Highly
Effective People"

Introduction

“ Our character is based on our habits.

“ Habits produce our effectiveness and ineffectiveness.

“ We are what we repeatedly do. Excellence, then, is not an act, but a habit.” -- Aristotle

Habit 1: Be proactive

“ Proactive: recognizing our responsibility to make things happen.

“ Work on your circle of influence – who and what you can reach.

“ Spend less energy on the wider circle of concern.

“ You will make mistakes but don't deny them, you'll miss the lesson.

Habit 2: Begin with the end in mind

“ Know where you’re going to understand where you are now and the steps to take in the right direction.

“ Develop a personal mission statement.

“ The power lies in its steadfastness – it is fundamentally unchangeable.

Habit 3: Put first things first

“ We don't manage time,
we can only manage
ourselves.

“ Organize and execute
around priorities.

“ Urgent vs. Important

Habit 3: Put first things first cont.



**Habit 4:
Seek to understand,
then be understood**

“LISTEN – to understand not to reply, convince, or manipulate.

“Empathic listening is with the ears, eyes, and heart – for feeling, for meaning.

“Emotional bank account: make deposits!

“When all is relatively equal, human dynamic is key.

Habit 5: Think “Win/Win”

“ Emotional bank account:
metaphor describing
amount of trust that
exists in a relationship.

“ Deposit courtesy,
kindness, honesty, and
keeping commitments.

“ Discourtesy, disrespect,
and betrayal result in
withdrawals.

Habit 5: Think “Win/Win”

cont.

“ Win/win or no deal.

“ If a deal hurts them, it will hurt you.

“ Win/win requires:

“ Integrity

“ Maturity

“ Abundance mentality

Habit 6: Synergize

“ Create a whole greater than the sum of its parts.

“ $1 + 1 = 4$

“ Synergy is not logical, it's psychological.

“ Once people have been through synergy, they're not the same.

Habit 7: Sharpen the Saw

“ Renew yourself

“ Physical

“ Mental

“ Social/Emotional

“ Spiritual

“ To become strong, renew
the spirit

Discussion