

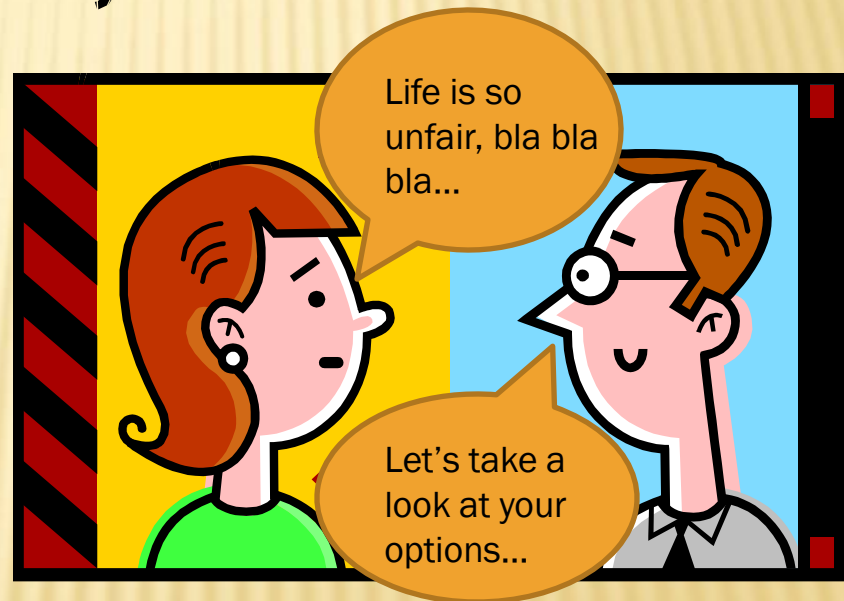
The Seven Habits of Highly Effective People

Year 2012 is here. Are you contemplating on your previous years and trying to come up with New Year resolutions? If you have personal change and development in mind, “the seven habits of highly effective people” may help you start the engine! The seven habits of highly effective people is a framework for personal effectiveness presented by Dr Stephen Covey. For further reading, you may get the book from our library 😊

Being reactive

Habit 1 – Be proactive

Being proactive means having the freedom to choose and increasing your influence. When you are proactive, you choose how you want to respond to circumstances instead of automatically reacting to them.



Being proactive

Habit 2 – Begin with the end in mind

The best way to predict your future is to create it. When you begin with a vision, mission or purpose in mind, you have a personal direction to guide your daily activities. This way you can avoid distractions and focus on becoming more productive.

what do I want to accomplish?



How can I best accomplish it?



Do it !

Urgent

Not Urgent

I

Activities:
Crises
Presenting problems
Deadline-drive projects

II

Activities:
Prevention
Relationship building
Recreation
New opportunities

III

Activities :
Interruptions
Some phone calls
Some mail
Some meetings
Popular activities

IV

Activities:
Trivia
Some mail
Some phone calls
Time wasters
Pleasure activities

Important

Not Important

The Time Management Matrix

Habit 3 – Put First Things First

Focus on what matters to you, spend the majority of your time in quadrant II. This in turn will avoid quadrant I problems, and prevent you from wasting time on activities that aren't of importance.

Habit 4 – Think Win/Win

Seek agreements and relationships that create mutual benefits. Achievements and success tend to follow co-operative efforts than the confrontation of win-or-lose.



Habit 5 - Seek first to understand, then to be understood

Understanding comes through listening empathically. By seeking to understand others first before expressing your views, you will be listened to and understood by others.

Habit 6 – Synergize

The whole is greater than the sum of its parts. When we work with others to achieve an end, the process is much more effective than if we do it alone. Synergy occurs by valuing differences, cooperating creatively, and brainstorming options and alternatives.



Habit 7 – Sharpen the Saw

Take time to renew yourself - nurture your body, mind, and soul; and you will become more effective in every area of your life.