

NSF SIIRE Program

Seven Habits of Highly Effective People

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Observations

- You can never get it all done.
- The more you do, the more there is to do.
- Time spent doing one thing means time taken away from another.
- If everything is important, then nothing is important.
- Work expands to fit the time.



Motivation – Why should I pay attention?

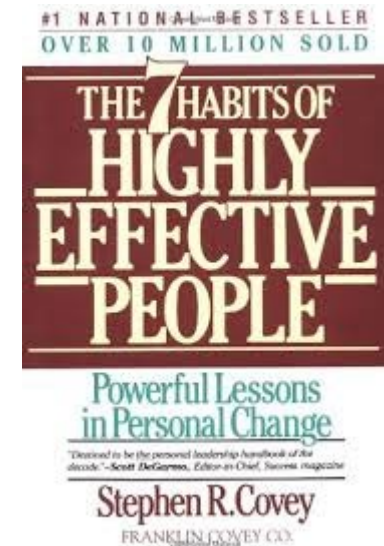
- Demanding workload.
- Stress at home, work and school.
- Leading to burnout.
- Need to learn how to work smarter not harder.



Seven Habits

- Covey* describes seven habits of highly effective people providing the building blocks of a powerful model for personal change.
- Plan, organize and execute around priorities, gaining control of our lives.

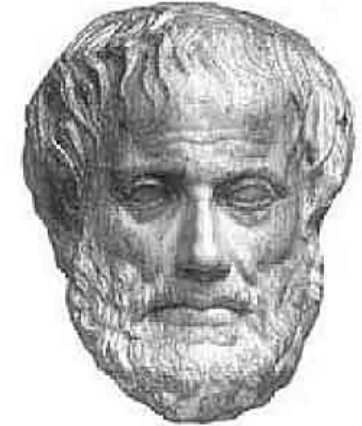
* Covey, S. R. (1989). The seven habits of highly effective people. New York: Simon & Schuster.



Seven Habits (cont.)

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

Aristotle






“A habit is at the intersection of knowledge, skill, and desire.”

Covey



Seven Habits (cont.)

- Habit 1 - Be Proactive
- **Habit 2 - Begin with the End in Mind** 
- **Habit 3 - Put First Things First** 
- Habit 4 - Think Win/Win
- Habit 5 - Seek First to Understand, Then to Be Understood
- Habit 6 - Synergize
- **Habit 7 - Sharpen the Saw** 

Seven Habits

Habit 1 - Be Proactive

- More than just taking initiative.
- Taking responsibility for our lives.
- Behavior is a function of our decisions not our surroundings.
- We are in control not being controlled.



Seven Habits

Habit 2 - Begin with the End in Mind

- Everything we do is examined within the context of the whole.
- First, we must know our destination.
- Second, we must formulate a plan to take us there.
 - Otherwise, others will tend to shape our agenda.
 - Plan is in the form of a personal mission statement.
 - Consider our various roles.



Seven Habits

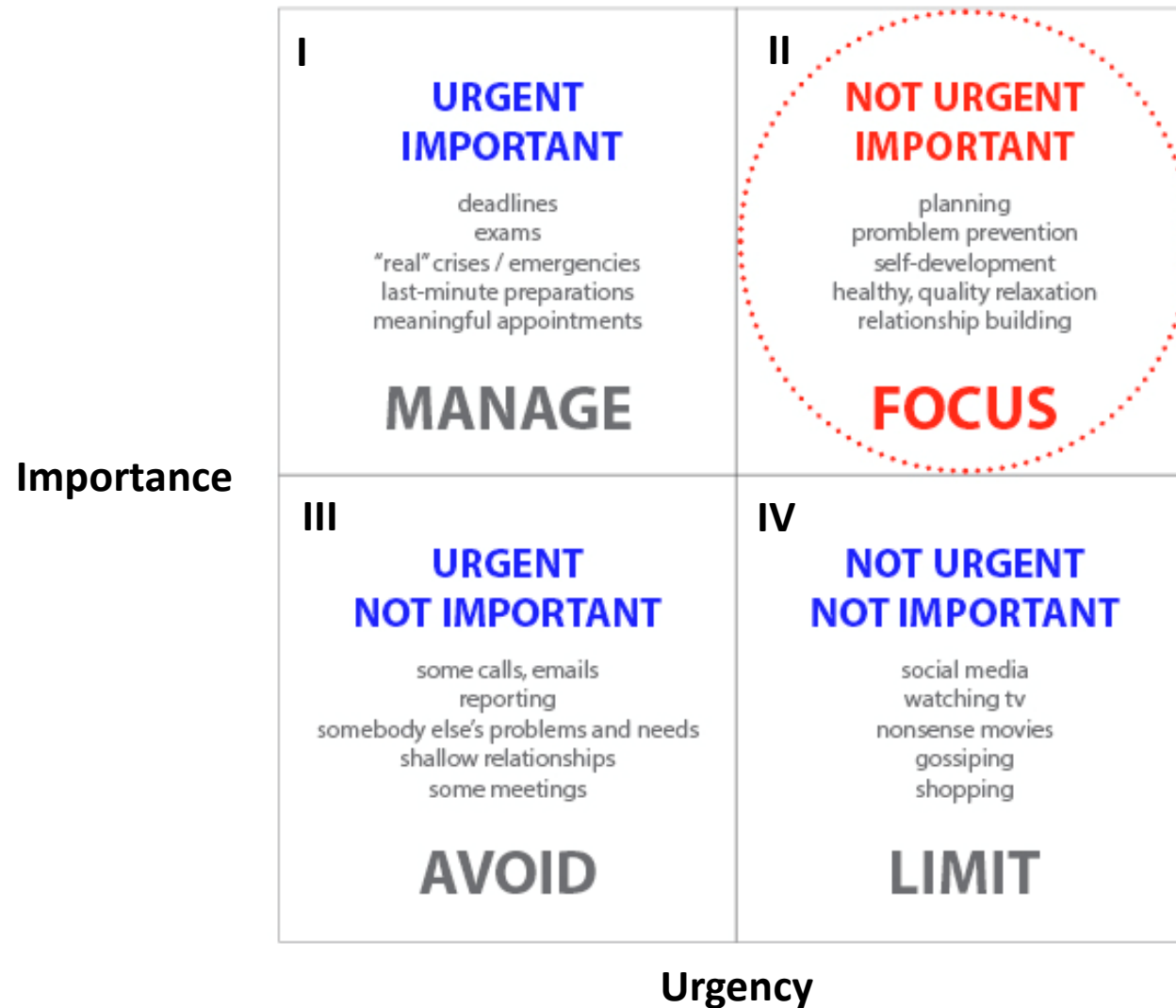
Habit 3 - Put First Things First ★

- Developing a priority system - saying *yes* to something means saying *no* to something else.
- Different from time management.
 - To-do lists which focus on things and time.
- Personal Management
 - Manage ourselves focusing on relationships and results.
- Useful tool is Covey's Time Management Grid.



Seven Habits

Time Management Grid



Seven Habits

Habit 4 - Think Win/Win

- Preferable to the alternative where one or more parties lose.
- Not readily visible.
- Develop a deep understanding of the situation and the individual.



Seven Habits

Habit 5 - Seek First To Understand, Then to Be Understood

- Listening with the intent to understand.
- Practice listening twice as much as speaking.



Seven Habits

Habit 6 - Synergize

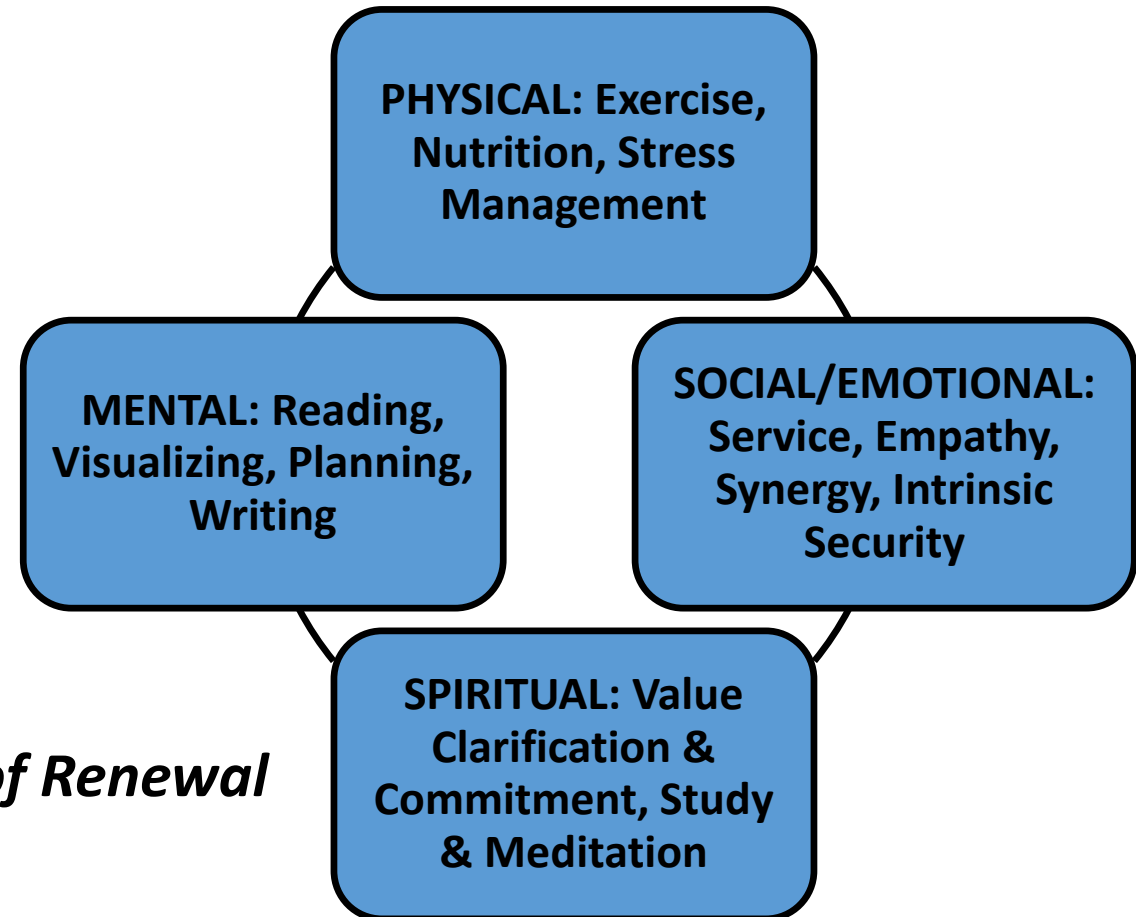
- Synergy occurs when the whole is greater than the sum of the parts.
- Creative process which unleashes the best in people.
- Through our individual paradigms we each see the world differently.
- Creates a learning opportunity whereby differences are considered an asset not a liability.



Seven Habits

Habit 7 - Sharpen the Saw

- Preventive maintenance and self-renewal.
- Effectiveness lies in the delicate balance between production and production capability.



Four Dimensions of Renewal

Achievement of Personal Management

Personal Mission Statement

- At the heart is the personal mission statement.
 - What you want to be?
 - What you want to do?
 - What you want to have?
- Consider roles (student, friend, son/daughter).
 - Add structure and balance to the “to be,” “to do,” and “to have.”
 - Consider the interaction.
- Review and modify regularly.



Achievement of Personal Management

Define success for yourself

- It isn't always easy to distinguish between the aspects of a job that are truly necessary and those that are not.
- Don't forget our many roles, both personally and professionally, and the importance of making time for each.



Achievement of Personal Management Goals

- Define several key goals associated with each role.
- Should be Quadrant II activities.
- Should be broken into short term and long term.
- Prioritize and allot time for these activities using a weekly planning horizon by considering the roles and importance not just the urgency.



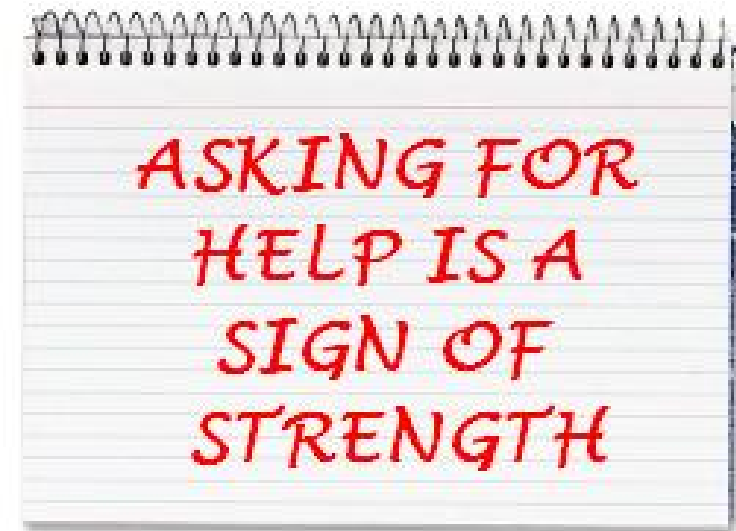
Achievement of Personal Management Goals (cont.)

- Progress is reviewed daily and adjustments are made.
- Performance is measured by effectiveness not efficiency.
- Facilitated by the Seven Habits.



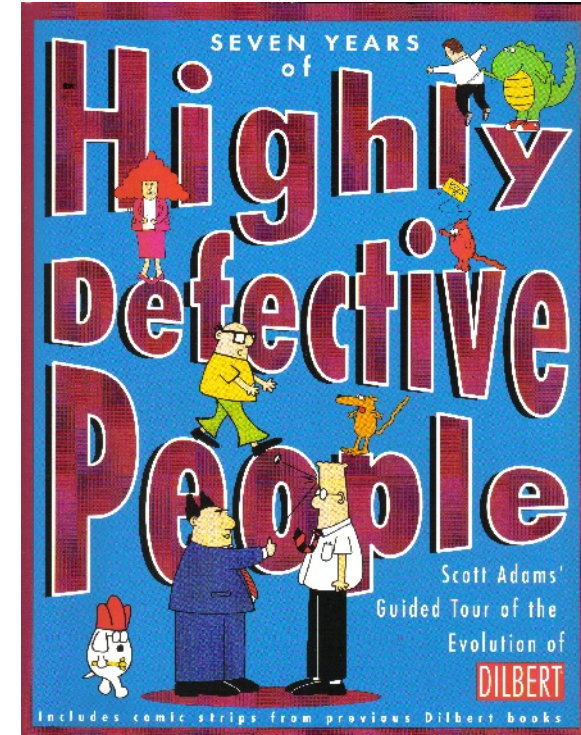
Recommendations

- Put things into perspective - Will it matter in 5 years from now?
- Recognize when something is good enough.
- Ask for help.
- Don't lose your sense of humor.



Conclusions

- Covey's model can lead us to personal management.
- The process is a continual journey, not a destination.
- Helps to put us in control of our lives by empowering us to schedule our priorities rather than just prioritizing our schedule!



Exercise

Habit 2 – Begin with the End in Mind



In your mind’s eye, you see yourself going to the retirement celebration of a loved one. Picture yourself driving to the retirement celebration, parking the car, and getting out. As you walk inside the building, you hear upbeat music being played, and as you enter the room, you see a podium, and a table with gifts and a large cake. You see the faces of colleagues, friends and family you pass along the way. You feel the shared respect, admiration and joy that radiates from the hearts of the people there.

As you walk down to the front of the room and look more closely at the cake, you notice that it has been decorated with the sentiment “Congratulations ____ (fill in your name here)” and you suddenly come face to face with yourself. This is your retirement celebration. All these people have come to honor you, to express feelings of love and appreciation of all that you have accomplished throughout your career.

As you wait for the festivities to begin, you look at the program in your hand. There are to be four speakers. The first is from your family, immediate and also extended —spouse, children, brothers, sisters, nephews, nieces, and cousins who have come from all over the country to attend. The second speaker is one of your friends, someone who can give a sense of who you are as a person. The third speaker is one of your long-time colleagues from work, a peer with whom you’ve worked with for many years. And the fourth is your supervisor.

Now think deeply. What would you like each of these speakers to say about you and your career? What kind of family member would you like their words to reflect? What kind of friend? What kind of working associate, either peer or supervisor?

What character would you like them to have seen in you? What contributions, what achievements would you want them to remember? Look carefully at the people around you. What difference would you like to have made in their lives?