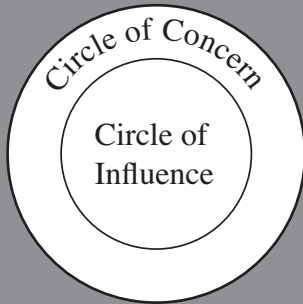




Habit 1

Be Proactive

Result:



Proactive Focus:

When people focus on things they can influence, they expand their knowledge and experience, and they build trustworthiness. As a result, their circle of influence grows.

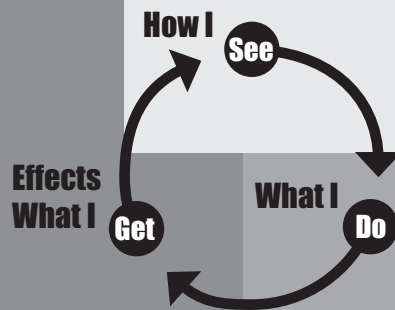
Reactive Focus: When people focus on the things they cannot control, they have less time and energy to spend on the things they can influence. Consequently, their circle of influence shrinks.

Ineffective:

I am a product of my circumstances

Effective:

I am a product of my choices



Response:

Stimulus

PAUSE

Response

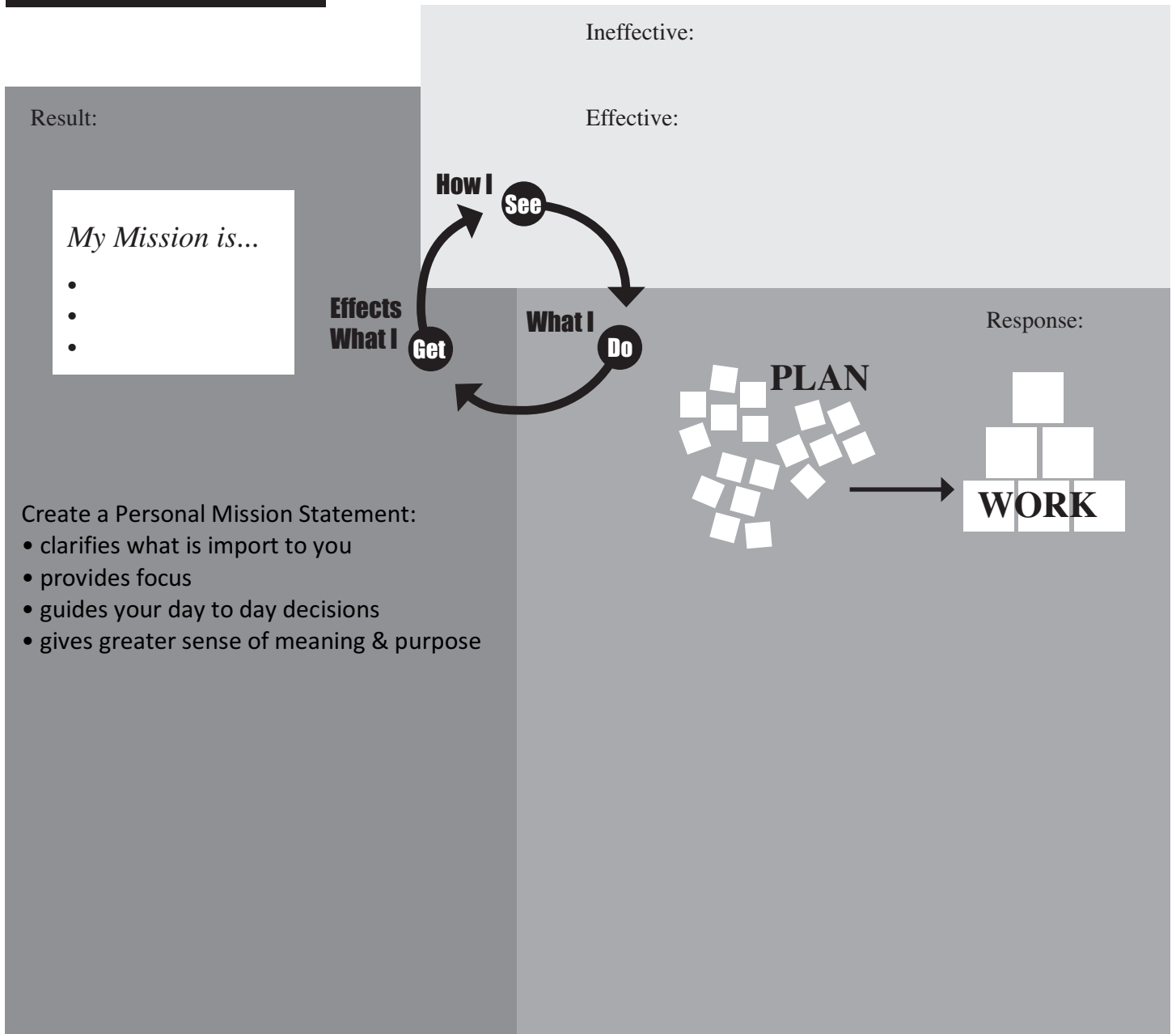
Push the Pause Button: Use the space between the Stimulus and the Response to choose your reaction to get desired results.

Take away

I am free to choose and am responsible for my choice



Habit 2 ***Begin with the End in Mind***



Take away

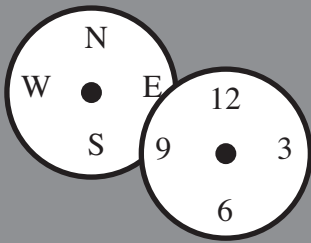
Mental Creation or the plan precedes physical creation the work.



Habit 3

Put First Things First

Result:



Clock represents: How do you manage your time? Your appointments, schedules, and activities.

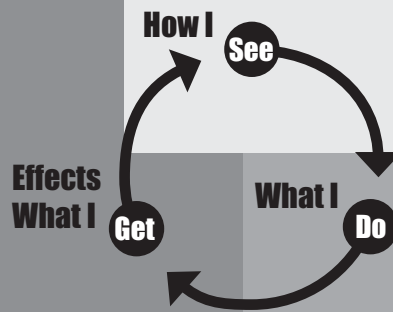
Compass represents: What you feel matters most! Your mission, direction, and values

Ineffective:

I put unimportant things first

Effective:

I put important things first



Response:



Big Rocks



Little Rocks

important not urgent

- Plan each week before the week starts
- Spend time on things that matter most
- What is the most important thing to achieve this
- Eliminate the unimportant
- Now schedule it in (write it down)

Take away

Effectiveness requires the integrity to act on your priorities



Habit 4

Think Win-Win

Result:

High ↑ Courage	Win Lose	Win Win
	Lose Lose	Lose Win
Low	← Consideration → High	

Courage and Consideration Balance
 Courage, willingness and ability to speak your thoughts and feelings.

Consideration, willingness and ability to seek and listen to other's thoughts and feelings with respect.

Ineffective: There is only so much, and the more you get the less there is for me.

Effective: There is plenty out there for everyone, and more to spare.

Response:

5 Elements to an effective Win-Win

- Desired results – What's the end in mind?
- Guidelines – What rules do I follow?
- Resources – What do I have to work with?
- Accountability – How do I measure how well it is going?
- Consequences – What are the rewards or consequences of achieving or not achieving?

Take away

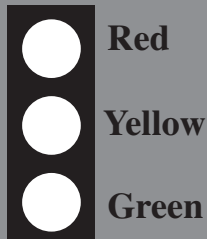
Effective, long-term relationships require mutual respect and mutual benefit



Habit 5

Seek First to Understand, Then Be Understood

Result:



Red-High alert

- There is high emotion
- You must get to the heart of the issue
- You feel you don't understand
- The other person doesn't feel understood

Yellow-Caution

- Watch and be ready to listen empathically

Green- Go forward and seek to listen when

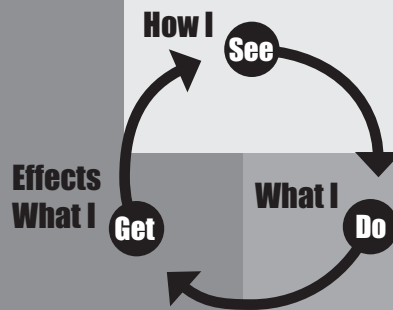
- The issue is clear and mutually understood
- The conversation is casual and unemotional
- You're asked to give counsel or advice

Ineffective:

I listen with the intent to reply

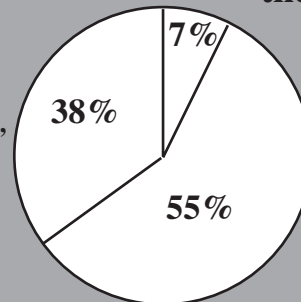
Effective:

I listen with the intent to understand



Response:

What Communicates the Loudest?



How we Say Words, Tone, Style

Facial Expressions, Body Language

Be careful of doing these while listening

- Taking meaning from our own frame of reference
- Advising-giving counsel, advice-solutions
- Proving-asking questions for our own agenda
- Interpreting-explaining motives, based on our own experience
- Evaluating-judging, agreeing/disagreeing

Take away

To Communicate effectively, we must first understand each other. Focus is on them, not on you or your experiences. Clear your mind so you can listen to what is really being said.



Habit 6 *Synergize*

Result:



Synergizing is:

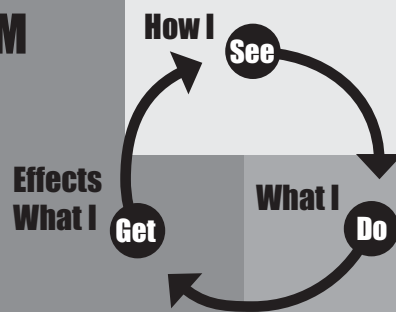
- Result-oriented, positive energy
- Examining, exploring and seeking different perspectives openly enough to alter or complete your paradigm
- Win-win cooperation
- Having a mutually agreed-upon end
- Worth the effort and highly effective.
- A disciplined process

Ineffective:

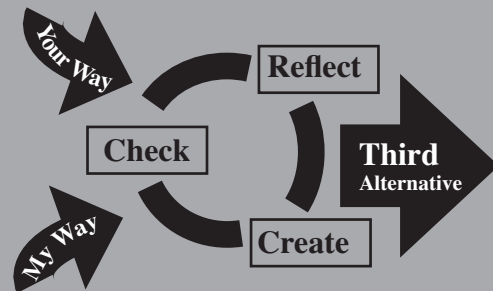
It's easier your way or my way, or a compromise

Effective:

Coming together and sharing ideas can create a better way



Response:



Explore new possibilities:

Check willingness first to find a solution

Reflect viewpoints of others by restating first then state your own

Create new ideas by purposing and refining and refer to the viewpoint share by all to create a **Third Alternative**.

Take away

The whole is greater than the sum of its parts



Habit 7

Sharpen the Saw

Result:

- Improved capacity
- Stronger relationships
- Greater reserves
- Continuous Improvement

Ineffective: I focus only on getting the golden egg

Effective: I nurture the goose that lays the golden egg

Response:

Physical

Social/Emotional

Mental

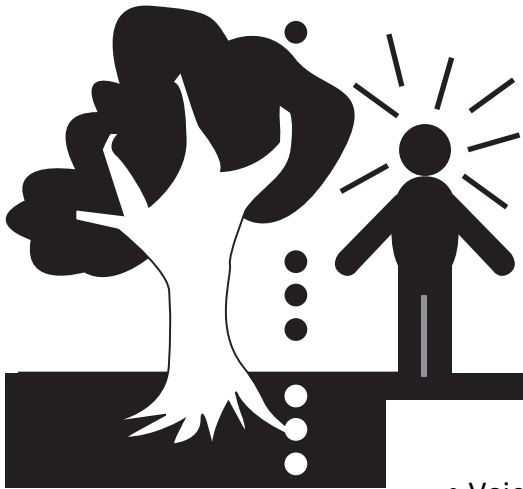
Spiritual

Four Dimensions Balance:

- Physical- Exercise, nutrition, rest, stress management
- Social/Emotional – Consistent deposits in the emotional bank account of key relationships
- Spiritual – Service, values clarification, inspiring literature, mediation, nature
- Mental – reading, writing, learning, study

Take away

To maintain and increase effectiveness, we must renew ourselves in body, heart, mind and soul.

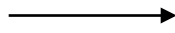


Habit 8 ***Find Your Voice***

- Voice is the unique personal significance each of us offers
- The 8th habit is all about moving from effectiveness to greatness
- Finding our unique voice means fulfilling our innate potential
- Finding our voice, involves the four elements of a whole person: mind, body, heart and spirit.

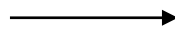
Express your voice:

For the physical need



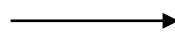
by discipline

For the mental need



by vision

For the emotional need



by passion

For the spiritual need



by conscience

Take away

Find our voice and inspire others to find theirs, with voice referring to an individual's unique personal significance.