

7 Habits of Highly Effective People

An Interpretation by Barbara Corkey

Disclosure

- ⦿ Based on a book by the same name
- ⦿ Author: Stephen Covey
- ⦿ Published 1989
- ⦿ Many ideas taken from the web

Personality Ethic

- The success literature of the last half of the 20th century largely attributed success to personality traits, skills, techniques, maintaining a positive attitude, etc. This philosophy can be referred to as the *Personality Ethic*.

Character Ethic

- However, during the 150 years or so that preceded that period, the literature on success was character oriented. It emphasized the deeper principles and foundations of success. This philosophy is known as the *Character Ethic*, under which success is attributed more to such characteristics as integrity, courage, justice, patience, etc

Character Ethic: primary traits

- Personality Ethic are secondary.
- Secondary traits may help one to play the game to succeed in specific circumstances
- Long term success requires both
- Ralph Waldo Emerson: "What you are shouts so loudly in my ears I cannot hear what you say."

The Character Ethic

- ◉ Absolute principles that exist in all human beings.
- ◉ Examples of such principles are fairness, honesty, integrity, human dignity, quality, potential, and growth.
- ◉ Principles contrast with practices that are for specific situations whereas principles have universal application.

The Seven Habits Move us through Stages

- Dependence: the paradigm under which we are born, relying upon others to take care of us. □
- Independence: the paradigm under which we make our decisions and take care of ourselves. □
- Interdependence: the paradigm under which we cooperate to achieve something that cannot be achieved independently.

The First Three Habits Focus on Independence: celebrate private victories

- ◉ Habit 1: Be Proactive
- ◉ Habit 2: Begin with the End in Mind
- ◉ Habit 3: Put First Things First

Be Proactive: Principle of Personal Choice

- The term "proactive" as coined by [Victor Frankl](#).
- You can either be proactive or reactive when it comes to how you respond to things.
- When you are reactive, you blame other people and circumstances for obstacles or problems.
- Being proactive means taking responsibility for every aspect of your life.
- Between stimulus and response, we have

Eliminate Shoulds

- ◉ How things should be is not under our control
- ◉ Change starts from within, and highly effective people make the decision to improve their lives through the things that they can influence rather than by simply reacting to external forces.
- ◉ The ability to subordinate an impulse to a value is the essence of a proactive person

Begin with the End In Mind: Principle of Personal Vision

- This is about setting long-term goals based on "true north" principles that will guide your daily life.
- This is facilitated by a Personal Mission Statement
- Document your own vision in life
- This is very difficult but essential

Activities

- ◉ Develop a principle-centered personal mission statement.
- ◉ Extend the mission statement into long-term goals based on personal principles.
- ◉ Create a weekly plan including priorities
- ◉ Assess your successes and failures
- ◉ Analyze areas that represent failures

First Things First: Principles of Integrity and Execution

- A framework for prioritizing work that is aimed at short-term goals
- Some tasks that appear not to be urgent, are in fact very important.
- Delegation is an important part of time management.
- Successful delegation focuses on results and benchmarks that are agreed upon in advance, rather than prescribed as detailed work plans.

Spend Time Implementing your personal mission

- ◉ Identify the key roles that you value in life, and make time for each of them.
- ◉ What one thing could you do on a regular basis that would positively impact your personal life?
- ◉ Your professional Life?
- ◉ Busy is not productive!
- ◉ Separate important and urgent tasks.

Time Management Matrix

1A Grant writing Manuscripts Seminars Improve research infrastructure	1B Experiment discussions Experimental work Organizing data Relationship building Mentoring Personal development
2A Interruptions Some meetings Much mail Many seminars	2B Complaining Some phone calls TV/ games Gossip

Say no to quadrant 2B activities
Delegate quadrant 2A activities

Activities

- ◉ Identify your important roles
- ◉ Identify each role you will play in your weekly plan
- ◉ Identify items on your weekly plan that do not support your personal mission statement
- ◉ Delegate or delete such items
- ◉ How are your daily activities serving your long term personal mission

The Next Three Habits Address Interdependence: Public victories

- ◉ Habit 4: Think Win/Win
- ◉ Habit 5: Seek First to Understand, Then to Be Understood
- ◉ Habit 6: Synergize

Think Win/Win: Principle of Mutual Benefit

- ◉ An attitude whereby mutually beneficial solutions are sought that satisfy the needs of all parties involved.
- ◉ Based on your emotional bank account
 - > Understanding
 - > Attend to little things
 - > Commitments
 - > Clear expectations
 - > Personal integrity

Building Character

- ◉ Integrity, maturity, abundance mentality
- ◉ There is enough success for everyone
- ◉ In developing an organizational culture, be sure to reward win/win behavior among employees and avoid inadvertently rewarding win/lose behavior.

Seek First to Understand, Then to be Understood: Principles of Mutual Understanding

- ◉ Giving advice before empathetically understanding will likely result in rejection of that advice.
- ◉ Presenting your own autobiography will decrease the chance of establishing a working communication.

Seek First to Understand

- ◉ This habit is the most important principle of interpersonal relations.
- ◉ Effective listening is not simply echoing what the other person has said through the lens of one's own experience.
- ◉ It is putting oneself in the perspective of the other person, listening empathically for both feeling and meaning.

Synergize: Principles of Creative Cooperation

- Find ways of working in teams.
- Apply effective problem solving.
- Apply collaborative decision making.
- Value differences.
- Build on divergent strengths.
- Leverage creative collaboration.
- Embrace and leverage innovation.

Create a Whole that is Greater than the Sum of the Parts

- ⦿ Through mutual trust and understanding, one often can solve conflicts and find a better solution than would have been obtained through individual solution
- ⦿ When synergy is pursued as a habit, the result of the teamwork will exceed the sum of what each of the members could have achieved on their own.

The Seventh Habit

- ◉ Finally, the seventh habit is one of renewal and continual improvement, that is, of building one's personal capability.
- ◉ To be effective, one must find the proper balance between actually doing and improving one's capability to do that which you value.

Sharpen the Saw: Principles of Balanced Self-Renewal

- Take time out from doing to build the capacity to do what is important through personal renewal of the physical, mental, social/emotional, and spiritual dimensions.
- Maintain a balance among these dimensions

Human Maintenance

- ◉ The physical you: food, water, exercise
- ◉ The mental you: learning and education
- ◉ The social/emotional you: friends and relationships
- ◉ The spiritual you: beliefs and values
- ◉ Reward: increased energy, clear thinking, commitment to values, connection to those who are important to you

6 Cancers that Inhibit Greatness

- ◉ Cynicism
- ◉ Criticism
- ◉ Comparing
- ◉ Competing
- ◉ Complaining
- ◉ Contending

The Eighth Habit

- ◉ Find your voice and inspire others to find theirs

VOICE lies at the nexus of

- ◉ *talent* (your natural gifts and strengths)
- ◉ *passion* (those things that naturally energize, excite, motivate and inspire you)
- ◉ *need* (including what the world needs enough to pay you for)
- ◉ *conscience* (that still, small voice with that assures you of what is right and that prompts you to actually do it).

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Keep Positive Enthusiasm

Enjoy Life