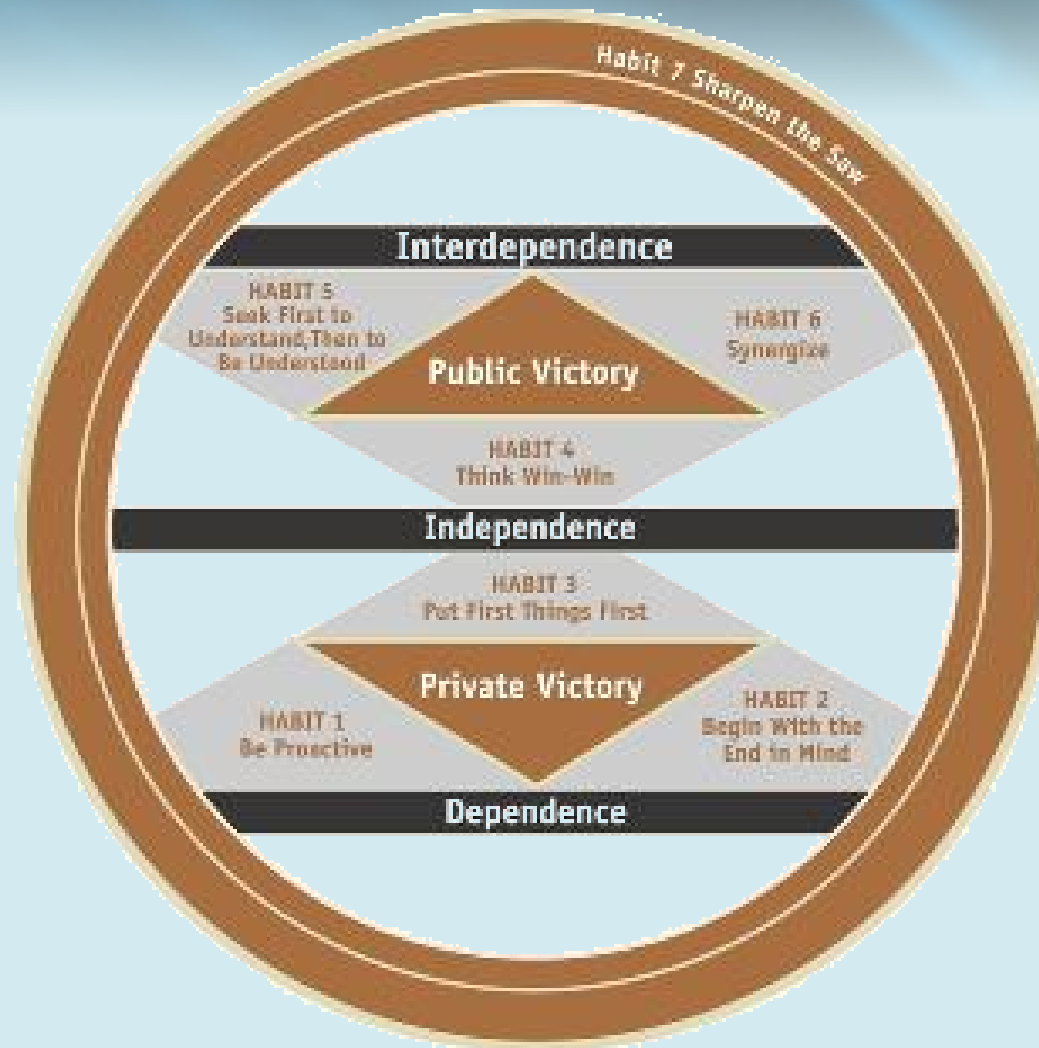




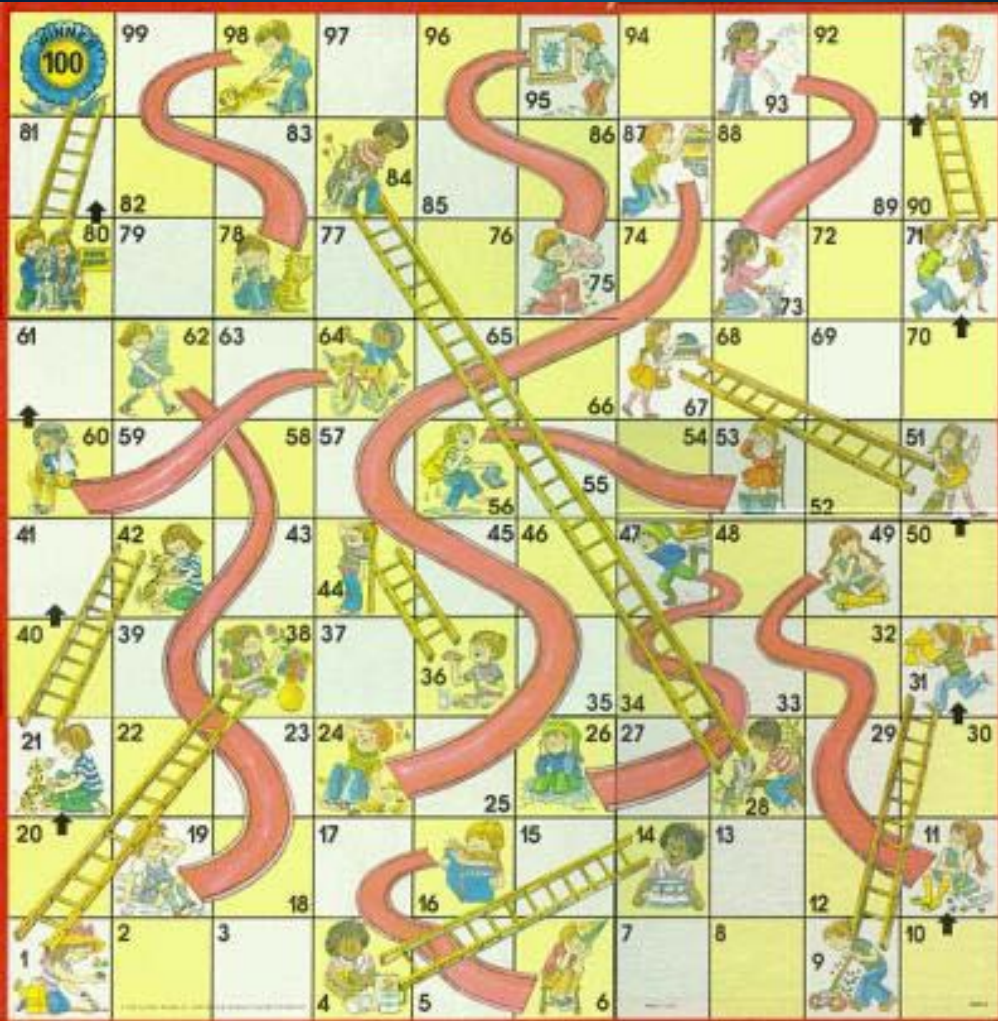
**SEVEN HABITS OF HIGHLY
EFFECTIVE PEOPLE**

The Foundation

7 Habits of Highly Effective People



Life



Life is hard. Remember the game Chutes and Ladders? That's a great metaphor for life; how you deal with the climb, the slides and even sometimes the even course are based upon your principles, and your paradigms.

Can anyone talk about a time in their life when they were climbing and going up, or when they took a big slide down?

Your ability to adapt in large part is influenced by your reservoir of resiliency, that's what we're trying to build up.

Life

- Has become more complex and stressful
- More demanding
- Is filled with problems in our personal and professional lives, much different from those our grandparents and even our parents experienced
- Changes in society have occurred
- We've experienced major advances in technology



it's all about me.
deal with it.



Top disciplinary Problems According to Public School Teachers

1940

- Talking out of turn
- Chewing gum
- Making noise
- Running in the halls
- Cutting in line
- Dress code infractions
- Littering

1990

- Drug abuse
- Alcohol abuse
- Pregnancy
- Suicide
- Rape
- Robbery
- Assault

The world of the 21st Century

- The whirlwind we live in can lead to many unhealthy feelings and behaviors:
 - Fear
 - Blame
 - Hopelessness
 - Lack of Life Balance
 - What's in it for Me Thinking
 - The Hunger to be Understood
 - Conflict and Differences
 - Personal Stagnation

Fear

- Many people feel fear
 - Fear of the future
 - Vulnerability of losing one's job, and not being able to provide for one's family
 - People become very independent and self-focused
 - We have become a society that lives for the moment, for the here and now
 - We are results driven
 - Have to balance the need to meet the demands of today with the need to invest in capabilities which will meet with the success of tomorrow

Blame

- We learn early on to blame, to finger point.
 - If only...
 - Live in circle of concern
- Accountability is the antidote to blame.
 - Taking responsibility allows us to not be chained to fear, and co-dependence
 - To work creatively to solve problems
 - It allows us the freedom to choose

Hopelessness

- Often we believe we are victims of our circumstances.
 - We lose
 - Hope
 - Drive
 - Determination
 - We resign ourselves to monotony and stagnation
 - We become discouraged and depressed
- We must discover that we are the creative force in our own lives.

Lack of Life Balance

- Life has become more demanding and complex.
 - We feel as though we need to do more, be more, achieve more
 - Technology has allowed this to continue to spiral out of control
 - Go in early, stay late, sacrifice, give, give, give
- The problem is not our work, it is a lack of balance.
- Key is to develop a clear sense of priorities and live with focus and integrity surrounding them.

What's in it For Me?

- In it to win it.
- It's all about me.
- It's me against the world.
- We are sometimes happy when others find success, but secretly wish we were the one who achieved.
- Some have achieved greatness single handedly.
- Best opportunity for success and greatness is through the power of "we."
- Work selflessly *with* mutual respect *for* mutual benefit.

The Hunger to be Understood

- Few needs of the human heart are greater than the need to be understood.
- To have a voice that is:
 - Heard
 - Respected
 - Valued
 - To be able to influence
- The first step, the real step toward influencing, is when others feel you care deeply enough about them to truly listen to what they are saying.
- One person has to commit to deep listening first.

Conflict and Differences

- People are very much alike, and yet very different at the same time.
 - Because we're different conflicts will arise
- The key is to not just compromise, but to unleash the power of *creative cooperation* .
 - Developing solutions to issues and problems that are better than either side had ever begun to imagine

Personal Stagnation

- Body
 - Prevention
- Mind
 - Maintain a learning posture; reach to learn
- Heart
 - Deep care for others, servant leadership
- Spirit
 - Find meaning in life

The world of the 21st Century

- The whirlwind we live in can lead to many unhealthy feelings and behaviors:
 - Fear
 - Blame
 - Hopelessness
 - Lack of Life Balance
 - What's in it for Me Thinking
 - The Hunger to be Understood
 - Conflict and Differences
 - Personal Stagnation

Life can get so overwhelming

How do you know which way to go...



Slow down, be intentional



Gaining Control

- Most of the time you can't control life around you-but what you can control is yourself, how you choose to respond to your environment, and you can choose your actions:
- It's never too late to change
- We can all improve
- We have to look inside
- We change from the inside out

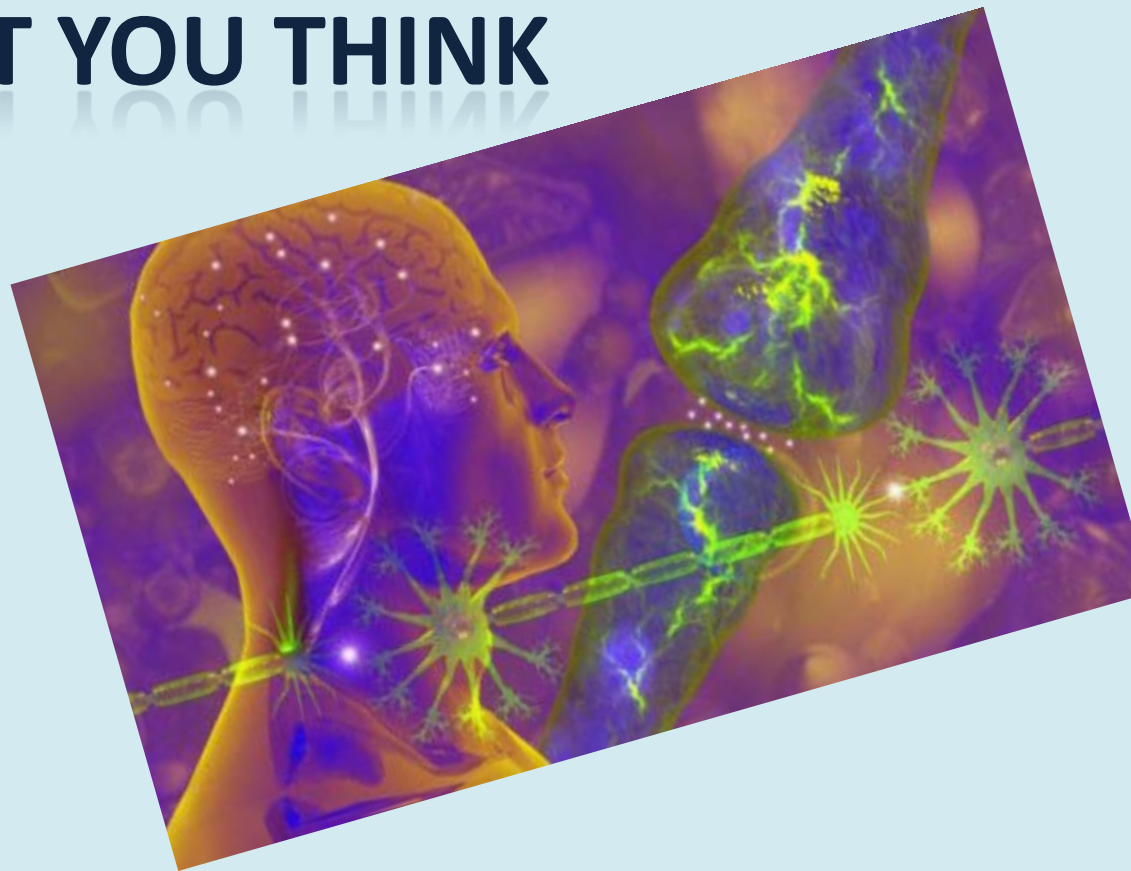
Three Points to Consider

- Principles
- Paradigms
- Habits



Principles

YOU ARE WHAT YOU THINK



Principles



What's your life centered on?

Principles

- The principles we live by eventually make up our habits.
 - Principles lead to actions.
 - A change in a series of actions will change a habit.
- Character matters far more than skills or education.
- Habits click together like legos to form character.

Some universal principles

- Acceptance
- Accountability
- Adaptability
- Balance
- Calmness
- Charity
- Compassion
- Contentment
- Contribution
- Cooperation
- Courage
- Courtesy
- Creativity
- Determination
- Discipline
- Effort
- Focus
- Generosity
- Gentleness
- Honesty
- Hope
- Humor
- Integrity
- Love
- Mercy
- Openness
- Optimism
- Patience
- Perseverance
- Purity
- Purpose
- Respect
- Responsibility
- Restraint
- Tolerance
- Trust
- Truthfulness
- Understanding
- Unity

Think of people you admire, and what qualities they possess you respect.

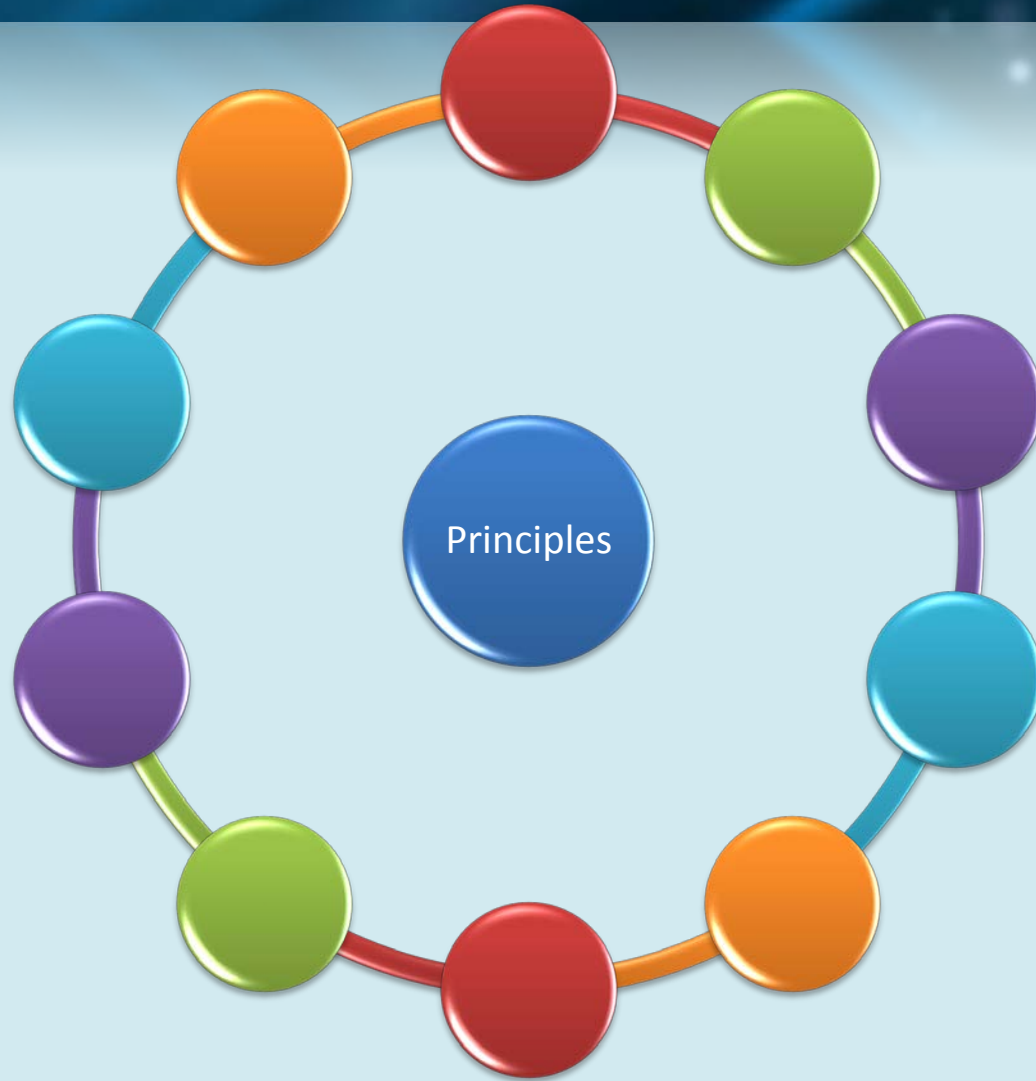
Person

- Example: Joan

Principles

- Her discipline

What are Yours?





**WHY DO YOU BELIEVE YOU CENTER
YOUR LIFE ON THESE THINGS?**

Paradigms

WHAT YOU SEE IS WHAT YOU GET

Paradigm Shifts

Frank and Ernest



Paradigm

- Each of us has many maps in our heads.
 - Can be divided into two main categories
 - The way things are; or reality
 - The way things should be; or values
- We interpret everything we experience through these maps.
- We tend to not question their accuracy; we're usually not even aware that we have them.
- We just assume that the way we see things is the way they truly are.
- We think we are objective, but we see the world as we are.

Paradigms

- When people disagree with us, we often think something is wrong with *them*.
- However, if we pause, become more aware of our basic paradigms, and the extent to which we have been influenced by our own experiences, the more we can take responsibility for our beliefs be open to objectivity, other people's viewpoints, and in turn getting a larger more objective view.

Paradigms

- Paradigms are the source of our attitudes and behaviors.
- Trying to change our outward attitudes and behavior doesn't do very much if we don't examine the basic paradigms from which they stem.

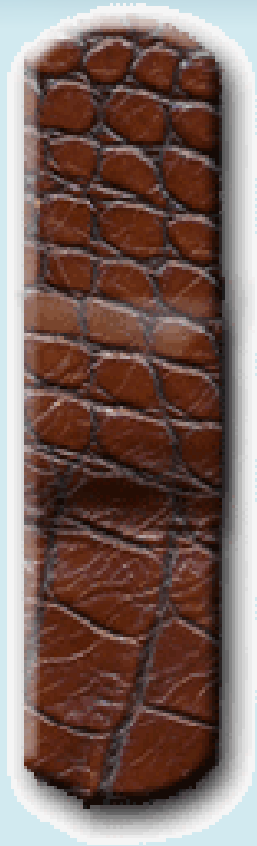
Paradigms: Sometimes become self-fulfilling prophecies

- If you feel you are unintelligent, you will do things to support that belief.
- If you believe you are funny, you will try and make people laugh.
- The keys to a great and fulfilling life are to choose to live by healthy and good principles, learn to change your paradigms every once in awhile, and develop good habits so you'll be on the right road which will lead you to success.

Let's see how this works

- What do you put in a toaster?
 - » Answer: bread
- Say "silk" 5 times
- Now spell "silk" out loud
- What does a cow drink?
 - » Answer: water
- Help me with this...
 - A funny story is a joke, joke, joke
 - A kind of soda is a
 - Out of a chimney comes
 - The white of an egg is a
- Have any of you had a henway delivered to your house?
 - » Answer: about 5 pounds









YOU ARE
CLOSE



Get in the Habit

THEY MAKE OR BREAK YOU

We first make
our habits,
then our habits,
make us.

English Poet



Seurat Paintings



One step at a time...



Habits are...

- What we do repeatedly-what happens instinctively, like flying on auto pilot.
 - Some Habits are great
 - Spending quality time with family
 - Planning ahead
 - Being respectful and courteous
 - Some Habits aren't so great
 - Gossip
 - Self doubt
 - Getting caught up in the whirlwind of life
 - Some don't really matter
 - Ability to sing
 - Eating the marshmallows first out of your Lucky Charms
 - Mowing in straight lines or diagonally

- Brainstorm all of your habits. Doesn't matter if they are healthy or unhealthy, good or bad. Just as we say in Organizational Development, "barf on a page."
 - Example:
 - I brush my teeth twice a day.

What do you spend most of your time thinking about?



You can develop a new habit by practicing it for 21 days.

List some of life's biggest challenges you're facing right now?

What are some new habits that could help you with the challenges you're facing?

How will you develop these new habits?

- A few suggestions:
 - Commit to 30 days
 - Make it daily
 - Start simple
 - Remind yourself
 - Stay consistent
 - Get a buddy
 - Be imperfect
 - Remove temptation
 - Know the benefit
 - Know the pain
 - Do it for yourself-no guilt

You become what you repeatedly do

- Four of my really good habits are
 - 1.
 - 2.
 - 3.
 - 4.

The reason I keep the 4 Habits in my
life is...

The good things that have happened
as a result of these habits are:

All habits aren't good. Right now, my worst habits are:

The reasons I keep these habits are:

The bad results I get from these
unhealthy habits are:

The habit I would like to change the most is...

Change

- The reality that true and lasting change happens from the inside out.
- You become the agent of change.
- Helps to unleash potential.

“You cannot have innovation, unless you are willing and able to move through the unknown and go from curiosity to wonder.”

Janet Rae-Dupree