

Habit 2 - Management Talking Points and Activities

1) Remind staff of Habit 2 by using Covey language whenever possible

- What is your end in mind today? Where do you want to be by the end of the day?
- How can you lead out today?
- What's your vision for the next few years? Where do you see yourself?
- Let's mentally create this before we just start doing something.
- Let's stay true to our mission, no matter what others may throw at us.

2) Create a vision collage

- Have people bring in a collage, picture or object that represents something they are working toward. Have them keep it on their desk as a reminder of their end in mind

3) Have individual meetings with team members to talk about their end in mind

- Where do they want to be in the next few years
- What their goals are
- What steps they are taking
- How you can help

4) Share stories about people who kept the end in mind, even in adversity and succeeded

5) Find new ways to present and keep track of their goals

- Personalize stat sheets/reports to reflect the employee's personality or goals
- Create smaller goals for the employee to meet that will help them get to their larger goals
- Add visuals to white boards to represent how it will feel when goals are reached
- Use footprint notes, stamps, etc to say congrats on getting a step closer to the end in mind

6) Develop a team mission statement

- Have team members write 5 words they would like to describe their team (not necessarily how it looks today). Eliminate duplicates and let everyone vote for their top 3. Post the top vote-getters in your area.
- Have each person think of metaphor for their ideal team. Vote on the top one and visually represent it in your area.
- Have everyone submit words, phrases, ideas about how they want the team to be. Have a couple team members look at the input and come up with a proposed mission statement. Let people help refine, then finalize and post.

7) Other activities

- Encourage employees to use breaks or lunch to sit quietly and visualize what they want out of life.
- Take a break with an employee and ask them to tell you about what they would do if they knew they couldn't fail
- Have each person choose three words they would like to hear people use to describe them. Have them post those words somewhere where they can see them each day and remind themselves who they are working to be.
- Use questions like these during a team meeting to get discussion going around missions, values
 - What were you doing the last time you felt pure joy?

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- As a child what did you want to be when you grew up?
- If you had to leave the country and could only take three things with you(besides basic necessities like clothes, food, water), what would you take?
- What accomplishment are you most proud of?
- If we could travel 10 years into the future, what would we find you doing?