

Habit 2

Course Description

Participants will be asked to review their mission statement work done in their 7 Habits training before attending this class. They will also be asked to bring their participant guides from that training.

This class will review the need for vision to lead an intentional life and will refer back to them to the themes they saw in their mission statement work. The focus of the class will then shift to goal setting to help them move from mental creation to physical (or actual) creation.

Objectives

Review previous work on mission statement

Choose on goal related to their mission and apply a goal-setting process to it.

Learn strategies for encouraging action on their goals

Leave with actionable items in the near term to move them toward a longer term goal.

Course Preparation/Materials

PowerPoint

Habit 2 Worksheet

Paper for Name Tents


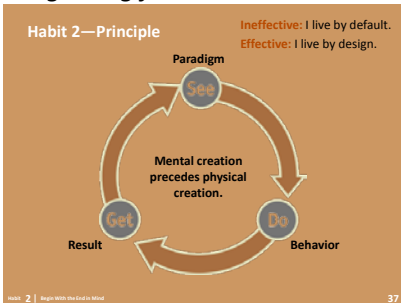
Flip Chart

Markers

Small post-it notes, cards, slips of paper

Extra pens for those who forget

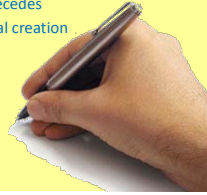
Habit 2 – Begin with the End in Mind

Duration	Talking Points/Slide Screen Print	Material/Slide
<p>3 mins</p>	<p>Introduce Self Do Name Tents</p>  <ul style="list-style-type: none"> • <i>Today's session is designed to help you apply Habit 2</i> • <i>Remember Habit 1 helps us take responsibility for our choices. I realize I'm the programmer for my life. Habit 2 is about writing the program – what do I want to do with this life.</i> • <i>Share an example from your own life about beginning with the end in mind</i> • <i>You'll remember we began work on mission statements during 7 Habits training.</i> • <i>I think of a mission statement like a light house. It doesn't move, but it's there to guide you especially when life gets tough. We keep moving toward it even when things try to blow us off course.</i> • <i>We'll talk about mission statements in a minute</i> 	<p>Paper for Tents on table Post it notes (small) or small cards already on table – (10-15 per person)</p>
<p>Review 10 mins</p>	<ul style="list-style-type: none"> • <i>Remember the principle of Habit 2 is mental creation precedes physical creation. Who can explain what that means?</i> • <i>And the effective paradigm is "I live by design"</i> • <i>Habit 2 is about living life intentionally – choosing a destination instead of just being along for the ride.</i>  <ul style="list-style-type: none"> • <i>We actually do this mental creation naturally.</i> 	

We do this every day

Mental creation
precedes
physical creation

How do you begin
with the end in
mind each day?



- *Get in groups of 3 or 4 and see what examples you can come up with in your daily life where you instinctively begin with the end in mind – where mental creation precedes physical creation.*
- Give a couple minutes to talk, ask for examples

Let's look at the bigger picture

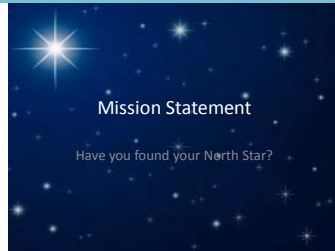
How do we get intentional about
creating a vision for the important
stuff in life?



- *The real challenge is focusing our mental creation on the bigger picture of our lives. Instead of short term goals we need to apply that energy to our long term vision in life.*

Mission Statement

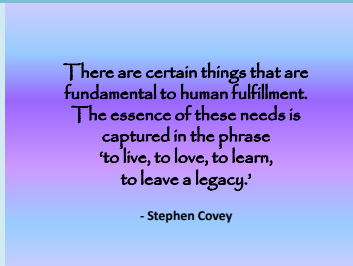
Have you found your North Star?



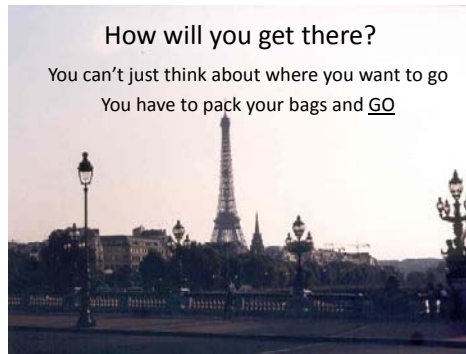
- *Did you all review your mission statement work before you came? What did you think as you dug back into it? Has anyone refined their mission statement? Anyone willing to share?*
- Discuss as group as a way to warm people up. If you have a great example of a mission statement, share with the group.

There are certain things that are
fundamental to human fulfillment.
The essence of these needs is
captured in the phrase
'to live, to love, to learn,
to leave a legacy.'

- Stephen Covey



- The mission statement is not a magic bullet. It won't change your life. A drive to fulfill these needs is what will create meaning in your life. So don't get hung up on getting just the right words on the page – even though that's a really useful exercise. Instead, pay attention to the pull that you feel in these areas.
- Remember Victor Frankl says we detect rather than invent our missions in life.



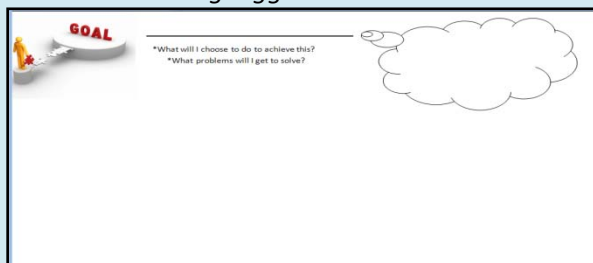
- *If I want to visit Paris I can visualize what it will be like*
- *I can think about how I'll feel when I get there.*
- *But at some point I have to get a passport, buy my ticket, pack my bag and get on the plane*
- *Hope without action is just a wish*
- *How do we start moving?*

15 min

- *One of the most important skills we can develop is our ability to set goals (an end in mind) and creates the path to actually achieve it.*



- Hand out worksheet
- *At the top of this worksheet, write one goal that ties to your mission or the themes that you saw in your mission statement work. It should be an important goal, but not one you can complete in a week. Choose something bigger.*



- *In the bubble to the right create your vision of what it will look and feel like to reach that goal. Draw, write, whatever, but truly visualize what reaching this goal will do in your life*

Hand out worksheet 1



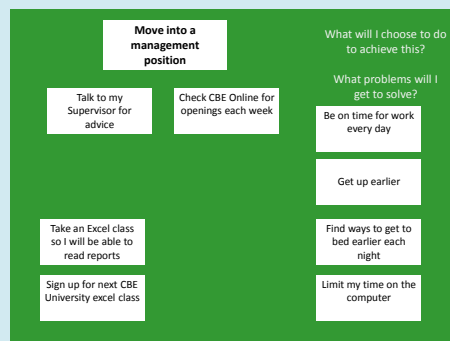
Ask yourself these questions

What will I choose to do to achieve this?

What problems will I get to solve?

Put one answer on each card

- Next use the small cards at your table to identify the key pieces, tasks, issues that will help you achieve that end in mind. These two questions will help you identify these areas. Put one on each note. Keep adding – you may have tasks under tasks.
- Here's an example



- Now arrange your notes in order – what do you need to do first? Or cluster them in groups if there are things that must be addressed at the same time.



15 min

- Sometimes we don't achieve our goals because they're too big. We don't know where to start.
- How do you eat an elephant? One step at a time.
- This process helps us break it down to where we believe we can do it.
- Habit 3 helps us find time to actually work on these pieces, but here are some other tips to help you increase your commitment to your goals

Goal Setting Tips

- Count the Cost
- Put it in Pen
- Just Do It
- Use Momentous Moments
- Rope it Up



Count the Cost	Put it in Pen	Just Do It...	Use Momentous Moments	Rope it Up

- *On this worksheet you can take notes to remind you about these tips.*

Hand out worksheet 2

Count the Cost

- Balance the benefits against the cost
- Make sure the goal is realistic
- Prepare for challenges in advance

- *Our goals are important and worthwhile, but there are also costs. Look at your big goal and the smaller tasks and issues. What are some of the cost you might incur to reach your goal (Have them look at their notes. May be financial, time, relationships, comfort)*
- *Looking at costs isn't meant to discourage you from pursuing your goal, but it helps you balance the benefits against the cost. It helps you make an intentional choice about pursuing it.*
- *You can make sure your goal is realistic – if the costs are too great you may need to make adjustments to the goal or how you're going to get there.*
- *Knowing the costs allows you to plan for challenges. It's easier to stay committed if you've already prepared for tough stuff.*

Put it in Pen

- A goal not written is a wish
- Provides clarity about what you're planning to do
- Increases commitment
- Provides a reminder

- *Writing goals helps you get serious about it. A Gallup poll surveyed people who made New Year's resolutions. After 6 months, 44% of people who wrote their resolutions were still keeping them. Of those who didn't write them down – only 4% were still keeping them. Write down what you want, when you're going to do it, put it in your planner, whatever it takes to put your plans in writing. Think it, and then ink it.*
- *Writing it makes it clearer – sometime seeing a goal or the steps to get there on paper helps you clarify what you're really after.*
- *Like signing a contract, writing it down psychologically builds commitment.*
- *Provides a reminder. Keep your goal where you can see it. We all get busy, this provides a reminder.*

This slide has builds

Just Do It

- Mental commitment makes action easier
- Burn the Boats
- Look for ways through instead of ways out



*"Do or do not.
There is no try."
Yoda*

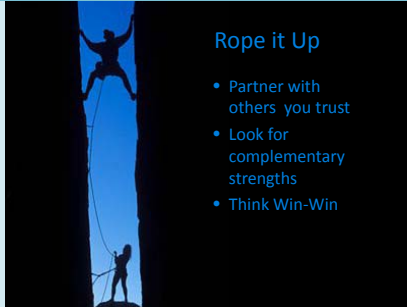
- *You can see a big difference in people's behavior when they psychologically make a commitment to do something. Before you can take action, you have to decide to do it.*
- *Mental commitment is truly the first step. Once you do that, action and dealing with setbacks is easier (give an example from your life).*
- *Want to make a commitment? Remember this lesson from history. In 1519, Capitan Hernando Cortes and a small army left Cuba and set out to conquer Central America. Cortes was going to accomplish his goals, no matter the consequences. The myth states that once Cortes' troops landed in what is now Mexico, he ordered the ships destroyed by fire. In burning his ships, Cortes took away all options to retreat and, I am sure, got the full buy-in from his troops to make it a successful campaign. They had no choice. Either drown in the sea or conquer this new world.*
- *When you are committed you look for ways through instead of out. You focus on solutions instead of escape. Effective people reach their goals not because they don't encounter problems, but they stay focused and work through them.*



Use Momentous Moments

- Starts and ends carry momentum
- Look for ways to regenerate yourself
- Make plans to sustain after the moment passes

- *Take advantage of the seasons and changes in life to commit you to defining or reaching goals*
- *Starts and ends give us a psychological push to look at our goals. A birth, a death, a birthday, the start of the school year are natural times to reassess – take advantage of them.*
- *Look for ways to regenerate yourself. Our mission in life may stay constant, but the way we act on that and contribute to the world may change. Remember you are a work in progress, always upgrading to a more effective you.*
- *Remember, the emotion will pass. Make plans that will keep you going beyond those moments.*



Rope it Up

- Partner with others you trust
- Look for complementary strengths
- Think Win-Win

- *Climbers rely on each other for support, advice, safety. Sometimes they are literally holding the life of their partner in their hands. Staying on track with big goals can be a huge factor in getting where you want to go.*
- *Find someone you trust and ask them for support, help, and accountability.*
- *Look for someone who can offer you a different perspective or who can help you be better. Your ideal person cares enough about you to tell you what you need to hear to stay focused on your goal.*
- *Think Win-Win. Real relationships are reciprocal. How can you help them work toward a goal that's important to them?*

10 mins

Begin with the End in Mind



What pieces will
you put in place
this week?

- *So thinking about these tips, take a look at your goal and the pieces that go with it. Which of these tips can help you reach your goal?*
- *Take a minute to write under each tip how it might help you achieve your goal. You might need to create another task for your list, like talk to ____ about being my accountability partner or get rid of those extra large clothes I keep around in case my weight goes up.*
- *Pick two or three things you are going to do this week to start working toward you goal.*
- *Share these with a partner at your table*
- *When you get back to your desk, or at home tonight, take a look at the other pieces and start give yourself timelines to get them done. Find ways to hold yourself accountable. This is your mental creation time. Look at the map, create your itinerary, then GO.*

