


THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE - STEPHEN COVEY
creashock.be mindmap




SHARPEN the SAW

- PHYSICAL (EXERSISE, NUTRITION, STRESS MGT)
- MENTAL (READING, VISULISING, PLANNING? WRITING)
- SOCIAL/EMOTIONAL (SERVICE, EMPMATHY, SYNERGY, INTRINSIC SECURITY)
- SPIRITUAL (VALUE CLARIFICATION & COMMITMENT, STUDY, MEDITATION)
- EXERCISE ALL 4 REGULARLY & BALANCED IS ALSO TRUE for ORGANISATIONS
- HELP TO SCRIPT SOMEBODY ELSE
- HERB SHEPHERD
- GEORGE SHEEHAN



SYNERGIZE

- APPLY PRINCIPLES of CREATIVE COOPERATION
- the WHOLE is MORE than SUM of PARTS
- OPENESS & COMMUNICATION CREATES EXCITEMENT
- FISHING for the 3th ALTERNATIVE
- IF SLEEPING, WAKE UP YOUR DORMANT RIGHT BRAIN
- MENTAL
- EMOTIONAL VALUING THE DIFFERENCES
- PSYCHOLOGICAL
- TEAMWORK, TEAMBUILDING, UNITY & CREATIVITY wth OTHERS




SEEK TO UNDERSTAND, THEN TO BE UNDERSTOOD

- WE WERE NOT TEACHED HOW TO LISTEN
- ART of EMPATHIC LISTENING
- DIAGNOSE before PRESCRIBE
- PREVENT AUTOBIOGRAPHICAL RESPONSES
- MAKING EFFECTIVE PRESENTATIONS
- DO NOT PUSH/BE PATIENT/BE RESPECTFULL



THINK WIN WIN

- NOT yr WAY, NOT my WAY, the BETTER WAY
- CHARACTER IS THE FOUNDATION
- BUILD A POS RELATIONSHIP
- SEE the PROBLEM from the OTHER POINT of VIEW
- IDENTIFY THE KEY ISSUES
- DETERMINE RESULTS for ACCEPTABLE SOLUTION
- IDENTIFY NEW OPTIONS to ACHIEVE RESULT




BE PRO-ACTIVE : YOU ARE THE PROGRAMMER

- between STIMULUS & RESPONSE, YOU Have THE FREEDOM to CHOOSE
- ACT or BE ACTED UPON
- USE PRO-ACTIVE LANGUAGE
- POSITIVE ENERGY ENLARGES CIRCLE OF INFLUENCE
- DON'T WASTE ENERGY in CIRCLE OF CONCERN
- MAKING & KEEP COMMITMENTS



BEGIN with the END in MIND : WRITE THE PROGRAM

- THINK ABOUT YOUR FUNERAL
- ALL THINGS ARE CREATED 2x
- DIFFERENCE LEADER / MGR
- WRITE YOUR PERSONAL MISSION STATEMENT
- ALL YOU DO IN LIGN WTH PERSONAL MISSION
- INTERDEPENDENT & from CENTER OF INFLUENCE CIRCLE
- BECOME PRINCIPLE CENTERED
- TAP YOUR RIGHT BRAIN



PUT FIRST THINGS FIRST: RUN THE PROGRAM

- LEADERSHIP DECIDES WHAT FIRST THINGS ARE
- MANAGEMENT PRIORITIZES & EXECUTES
- Q1 : FIREFIGHTING / Q3 & 4 : NOT IMPORTANT
- INVEST MOST EFFORT IN QUADRANT 2
- SAY 'pleasantly' NO TO OTHER QUADRANTS !
- PLAN YOUR WEEKS iso YOUR DAYS
- WRITE DOWN THE KEY ROLES IN YR LIFE
- SELECT GOALS FOR THE NEXT 7 DAYS
- LIVE IT (SELF DISCIPLINE, INTEGRITY, COMMITMENT)
- FOURTH GENERATION TIME MGT
- DELEGATE TO PEOPLE = EFFECTIVENESS
- TRUST IS THE HIGHEST FORM OF MOTIVATION



6 MAJOR DISPOSITs for INTERDEPENDENCE

- UNDERSTANDING the INDIVIDUAL
- ATTENDING to LITTLE THINGS
- KEEPING COMMITMENTS
- CLARIFYING EXPECTATIONS
- SHOWING PERSONAL INTEGRITY
- APOLOGIZING SINCERELY