

# 7 Habits

## Mental, Physical, Spiritual and Social/Emotional Growth

**Begin to detect, rather than invent, my personal mission.**

**Return to expressing my uniqueness.**

Rather than ask "what's the meaning of my life?", recognize that I am questioned by life and can only answer to life by answering for my own life; I can only respond by being responsible for my own life. Personal responsibility (proactivity) is fundamental to the first creation.

### Habits

#### 1. Be Proactive

I am responsible for my own choices. I have the freedom to choose based on principles and values rather than on moods or conditions. I will be an agent of change. I choose not to be a victim, to be reactive or to blame others.

Move from being reactive to being proactive.

#### 2. Begin with the end in mind

I will shape my future by first creating my vision. I will work with clear purpose in mind. I will identify and commit myself to the principles, relationships and purpose that matters most to me.

#### 3. Put first things first

I will organize and execute around my most important priorities. WHATEVER the circumstance, I will live and be driven by the principles I value most, not by urgent agendas or forces surrounding me.

#### 4. Think Win/Win

I will develop a frame of mind and heart that seeks mutual respect and benefit in all interactions. I will think in terms of abundance and opportunity rather than scarcity and adversarial competition. I will not think selfishly (win/lose) or like a martyr (lose/win). I will think in terms of "we" not "me."

#### 5. Seek first to understand, then to be understood

I will listen with the intent to understand others (rather than the intent to reply) in order to begin true communication and relationship building. Seeking to understand takes consideration; seeking to be understood takes courage. Effectiveness lies in balancing or blending the two.

#### 6. Synergy

I will seek the third alternative – not my way, not your way but a third alternative that is better than either of us would have come up with individually. Synergy is about solving problems, seizing opportunities and working out differences. It's the

fruit of respecting, valuing and even celebrating on another's differences. It's the key to any effective team or relationship.

## **7. Sharpen the Saw**

I will invest in renewing myself in four basic dimensions in my life: physical, spiritual, mental and social/emotional. It's the habit that increases my personal production capacity (P/C). This should be practiced until it becomes second nature, a healthy addition. We are instruments of our own performance.

**Physical:** economics/body

**Mental:** recognition, development and use of talents

**Social/Emotional:** human relations, how people are treated

**Spiritual:** finding meaning through purpose or contribution and organizational integrity

### **Habits 1,2 & 3**

1. Make the promise
2. Content of the promise
3. Keep the promise

### **Habits 4,5 & 6**

Involve people in the problem and work out the solution together

4. Mutual respect
5. Mutual understanding
6. Creative cooperation

### **Habit 7**

7. Increase competency in 4 areas of life: body, mind, life and spirit.

The habits are universal; they transcend culture and are embodied in all major world religions and enduring philosophies. They are timeless; they never change. They are character principles that shape who and what I am. I will use them to provide credibility, moral authority and skill base for influence in an organization including business, family, community and society.

I can't argue against the importance of responsibility or initiative of having a purpose, of integrity, of mutual respect, mutual understanding and creative cooperation or the importance of continual renewal.