

7 HABITS OF HIGHLY EFFECTIVE PEOPLE – FROM THE AUTHOR STEVEN R. COVEY

In this book the author covers 7 habits that highly effective people all have in common. They are very relevant to all spiritual leaders as the first 3 deal with gaining personal victory, the second three deal with public victories (or winning with people) with the final habit 'sharpen the saw' focusing on improving all habits for greater effectiveness in life.

I highly recommend that this book be in everyone's personal library.

The first three habits are about developing principles for personal change and victory. You could call it private victories. The next three habits (4 to 6) are about winning with people or public victories.

"It's mostly common knowledge but rarely common practice"

HABIT 1 – BE PROACTIVE NOT REACTIVE

Decisions not feelings dictate your future. If you develop the habit of being proactive in all areas of your life you will become responsible for everything in your life.

Your behaviour is a result of your decisions not your conditions.

❖ **it's all about developing a personal vision**

Q. Do you have a personal vision?

A. Yes. To be the best Christian disciple I can be by the grace of God and through the gift of God become the best life leader.

TAKE THE TIME TO WRITE DOWN YOUR VISION AND FRAME IT BEFORE YOUR EYES

HABIT 2 – START WITH THE END IN MIND

Your destiny is governed by principles not practices

Your life is the result of your predominant thoughts. What you dwell on, you will dwell in.

Everything in this life is created twice, first in the mind and then in reality.

❖ **It's all about personal leadership**

Tough pill to swallow? It's much like the pill of sowing and reaping, tough to swallow initially, but it gets sweeter and sweeter as you stay consistent.

Q. What is the end in mind that you have for this mentoring season of your life?

A. I want to be the best leader I can possibly be with as much wisdom as possible.

A. I want to prepare for the next level of ministry life, even though I am not 100% on what it is.

HABIT 3 - PUT FIRST THINGS FIRST

Things that matter most should never be at the mercy of things that matter least.

1. Urgent/Important Concentrate here	2. Important Give your best efforts here...
3. Urgent - too much time spent here... Neglect these...	4. Neither urgent or important Neglect these...

Leadership first, then management...

Relationships then schedules...

The compass before the clock...

What single activities if you were to do them superbly well, would increase your effectiveness?

Eph 4:1-3; Col 3:12-14

Moving from the independent level of maturity to the Interdependent level takes a paradigm shift...

IT ALL STARTS WITH KNOWING HOW TO KEEP EMOTIONAL BANK ACCOUNTS HEALTHY

6 DEPOSITS THAT BUILD EMOTIONAL BANK ACCOUNTS

1. **Understanding the individual** - probably the most important deposit you can make.
2. **Attending to the little things** - acts of kindness and courtesy and thoughtfulness.
3. **Keeping Commitments** - better you don't commit than commit and fail to follow through.
4. **Clarifying Expectations** - all successful relationships are built upon a firm tripod of agreed **Goals - Roles - Expectations.**
5. **Showing Personal Integrity** - initiating reconciliation, bearing the brunt of an issue you created. Telling the truth, one of the most important ways of displaying personal integrity is by being loyal to those who are not present.
6. **Apologise sincerely when you make a mistake** - we all know what to do here, often the difficulty is only ever in the follow through.

HABIT 4 - THINK WIN/WIN

Share your knowledge, recognition, reward and benefits - think abundance

It's a frame of reference that constantly seeks mutual benefit in all relationships. Church, family, friendships and professional.

6 Paradigms here

- Win/win - this is going to be great for both of us
- Win/lose - I win you lose
- Lose/win - I lose you win, its always the way...have your way, step on me again...
- Lose/lose - when two win/lose people get together this is what happens

A husband was told by the court to award 50% of his assets to his ex-wife. Possessing a lose/lose mentality he sold an \$8,000 car for \$50 and gave her \$25...

- Win - the individual here wants to win and is not trying to see someone else lose in fact they are oblivious to the fact that their win may cause others to lose. What is important for them and their only concern is to win.
- Win/win or no deal - when you have the thought of no deal in your mind it is very liberating. If it does not work out win/win we walk away with no sense of loss we simply had a possibility discussion. I want to win and I only want to do this if it is a win for you too.

	High		
Consideration		Lose/Win	Win/Win
		Lose/Lose	Win/Lose
	Low	Low	High
		Courage	

To achieve a win/win takes a high level of consideration and courage.

HABIT 5 SEEK FIRST TO UNDERSTAND.. THEN TO BE UNDERSTOOD

One of the first things you have to learn about winning with people is fast is slow and slow is fast. Or there is no such thing as efficiency when dealing with people.

Typically - most people listen with the main purpose of response being in mind - this is not listening, listening as the dominant thought in your mind is what you want to say in response.

Seek first to understand or diagnose before you prescribe is a correct principle in many areas of life.

[Proverbs 15:28](#) *The heart of the righteous studies how to answer, But the mouth of the wicked pours forth evil.*

Autobiographical listening - you listen with reflective skills, but you listen with intent to reply, to control or manipulate.

We tend to respond in one of four ways...

1. We **evaluate** - we either agree or disagree
2. We **probe** - we ask questions from our own frame of reference
3. We **advise** - we give counsel based upon our own experience
4. We **interpret** -we try to figure people out, to explain their motives and behaviour based upon our motives and behaviour

Empathetic listening is listening with the intent to understand the person speaking.

Knowing how to be understood is the other half of habit 5...

...to be continued