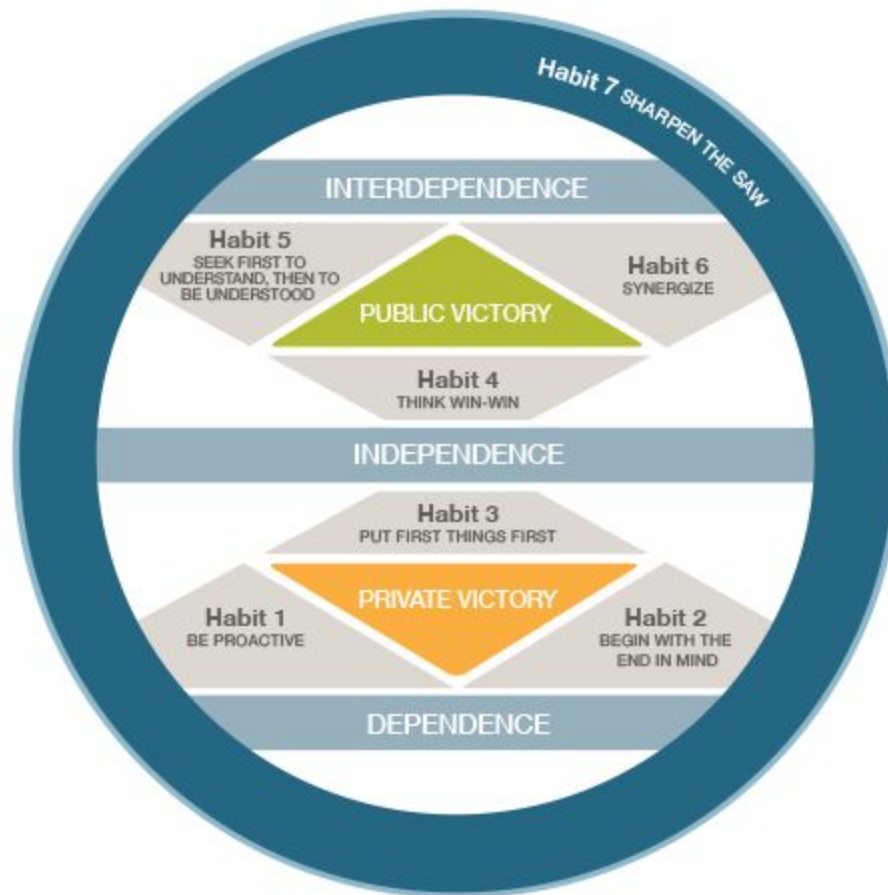


The First Three Habits from “The 7 Habits of Highly Effective People”

“Knowledge is the theoretical paradigm, the *what to do* and the *why*. Skill is the *how to do*. And the desire is the motivation, the *want to do*. In order to make something a habit in our lives, we have to have all three.” [p55, the 7 Habits of Highly Effective People]



Habit 1: Be Proactive

“Between stimulus and response, man has the freedom to choose.”

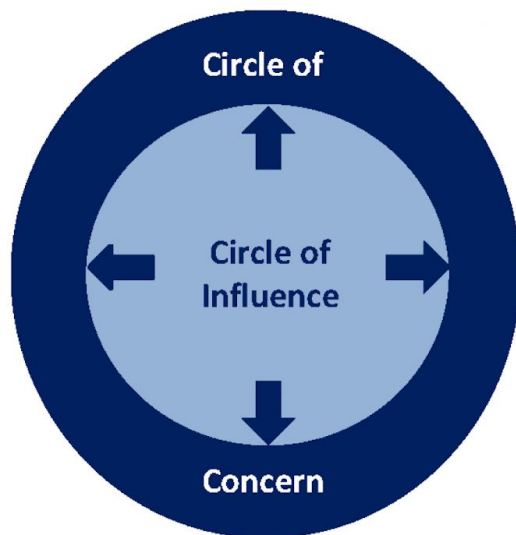
We are responsible for our own lives. We have the initiative and the responsibility to make things happen. Proactive people do not blame circumstances, conditions, or conditioning for their behaviour.

Options:

- Take the initiative. Make things happen. Study specific problems in the organisation you work for, study the (test) industry
- Be resourceful
- Connect with people around you in other positions to create a network

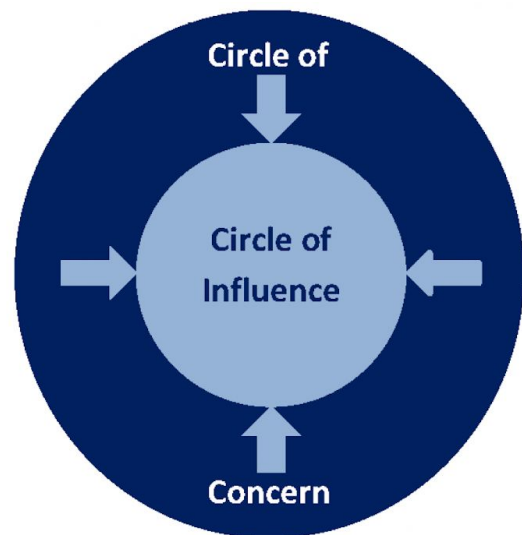
- Act! Don't wait to be acted upon.
- Observe your language (in your head and what you say out loud)
- Watch out for victim mentality in yourself
- Grow your circle of influence
- Keep and make commitments (to yourself first, to others later)

Challenge: Try it for 30 days. Test yourself on proactivity.



Proactive Focus

Positive energy enlarges Circle of Influence



Reactive Focus

Negative energy reduces Circle of Influence

Habit 2: Begin with the End in Mind

What do you want to be remembered for? What are your values?

Options:

- You can be a leader, even if that's not your job title.
- Leading is about behaviour and doing the right things. "The leader is the one who climbs the tallest tree, surveys the entire situation and yells "wrong jungle!""
- Become self-aware.
- Real success is success with self. Having mastery over self.

Challenge 1:

Write down what people will say about you at your funeral. This table below can be used as a way to structure your thoughts.

Area of activity	character	contributions	achievements
family			
friends			
work			
community			

Are you happy with the results? What would you change? Continue at challenge 2.

Challenge 2: Create a personal mission statement. Identify your core values, and your center. Example core centers: Wisdom, Security, Guidance, Power (p.116 in the book). In the end, the books' advice is to be "Principle-Centered", which is a balance between the 4 cores of security, guidance, wisdom and power. For this challenge I advise you to buy and read the book.

Example mission from the book:

"My mission is to live with integrity and to make a difference in the life of others."

Habit 3: Put First Things First

Challenge 1: Answer this: What's one thing you could do (and aren't doing now) that could make a positive difference in your life? And in your professional life?

Options:

- Combining habit 1 and 2: being proactive and taking actions that are in line with your principles
- It's about discipline
- Time management, take a look at the table below.

	Urgent	Not Urgent
Important	I. Crises, pressing problems, deadlines	II. Prevention, relationship building, recognising new opportunities, planning
Not important	III. Some: Interruptions, calls, mail, meetings. Popular activities	IV. Trivia, busywork, some mail, some phone calls, time wasters, pleasant activities

The Quadrant where the most change can be had is the Important, Not Urgent one (Quadrant II).

Challenge 2: In order to avoid stuff from the other Quadrants and be more effective with your time, you have to learn to say NO. Take a moment to identify typical pitfalls for you at work. What are your time wasters? How can you do more of the important, not urgent stuff? Write that down.

What are YOUR priorities? Just as important to know as it is to be disciplined in getting things done!