

### Write-up Summary of Whatever Learned so far..

So the session about 7 Habits of Highly Effective People begin with the definition of being Effective which is "being able to get SUPERB results that allows one to maximize their production capability in the long run".

Then we came across some qualities that we must have, to be effective leaders: Empathetic, Curious, Transparent, Accountable and Love.

Effective is actually about maintaining balance between production desires and production capabilities.

Then we came across difference between Personality and Character which in short explains personality as "always changing" and character as the "root of one's growth".

Next up was Inside-Out Approach which states "Giving priority to our own character development, before on being Effective on others". Character enhances Trustworthiness which is important to build effective Interpersonal Relationships.

Character defines "Combination of ethics and beliefs that dictates our way of living and treating others".

Then we came across Paradigm which is "the way we understand and interpret the world around us" and Paradigm Shifts happens when we undergo major change with experience.

Then comes the HABIT 1 : Being Proactive, according to which "one must be able to take responsibility and act accordingly for any circumstance even if that circumstance isn't because of their fault".

Difference between Reactive and Proactive person comes where former blames everyone else while successor takes responsibility and because of this there is difference in paradigm between them.

Then there was Circle of Influence which is about "Planning in advance". If things are properly planned then everything is in control or else becomes concern.

Then comes the HABIT 2 : Begin with the end in mind which states "us to have Vision for the future, to chase for".

One must make Mental Creation, then starts with plan accordingly to make it successful in Physical.

Then we have HABIT 3 : Put first things first which is about "Scheduling your Priorities first".

Then there was difference between Efficiency and Effectiveness with point being, former "completes thing" with making life mechanical whereas successor is about "doing right things first".

Comes next was Importance v/s Urgency matrix summoning to which : One must move from Quadrant 1 to 2, Learn to say no to Quadrant 3 and exercise self-control on Quadrant 4.

Next we have Top-Down approach which asks us to "identify role that we are planning for, followed by defining weekly goals, to assigning tasks for those goals and then scheduling everything(priorities) accordingly".

Then there were suggestions on managing Emails.

Followed up next was HABIT 4 : Think Win – Win which is about "creating a win-win situation" through your character, cooperation, seeking mutual benefit in human interactions and making balance between being Considerate and Considering.

Following next we have HABIT 5 : Seek first to Understand, than to be Understood that defines "listening to other people's ideas, reviewing things from their viewpoint and then speaking confidently with eye to eye contact".

Listening to someone as be of 5 types : Ignoring, Selective listening, Pretending, Attentive listening and Empathetic listening(understanding conversation from their viewpoint).

Then we have HABIT 6 : Synergize which is based on "valuing and respecting differences, working on strengths while compensating others weakness" i.e. cooperation, team work, open-mindedness with others produce better outcomes.

Then we have different types of Communications : Defensive, Respectful and Synergistic.

Then we came across some barriers to effective communication like : Attitude, Language, Cultural, Lack of Experience, etc.

Lastly we have HABIT 7 : Sharpen the Saw which states to "preserving and enhancing your greatest asset i.e Yourself through proper balance between Physical, Social/Emotional(believing in ourselves), Mental(refreshing thoughts) and Spiritual.