



PERSONAL GROWTH LAB

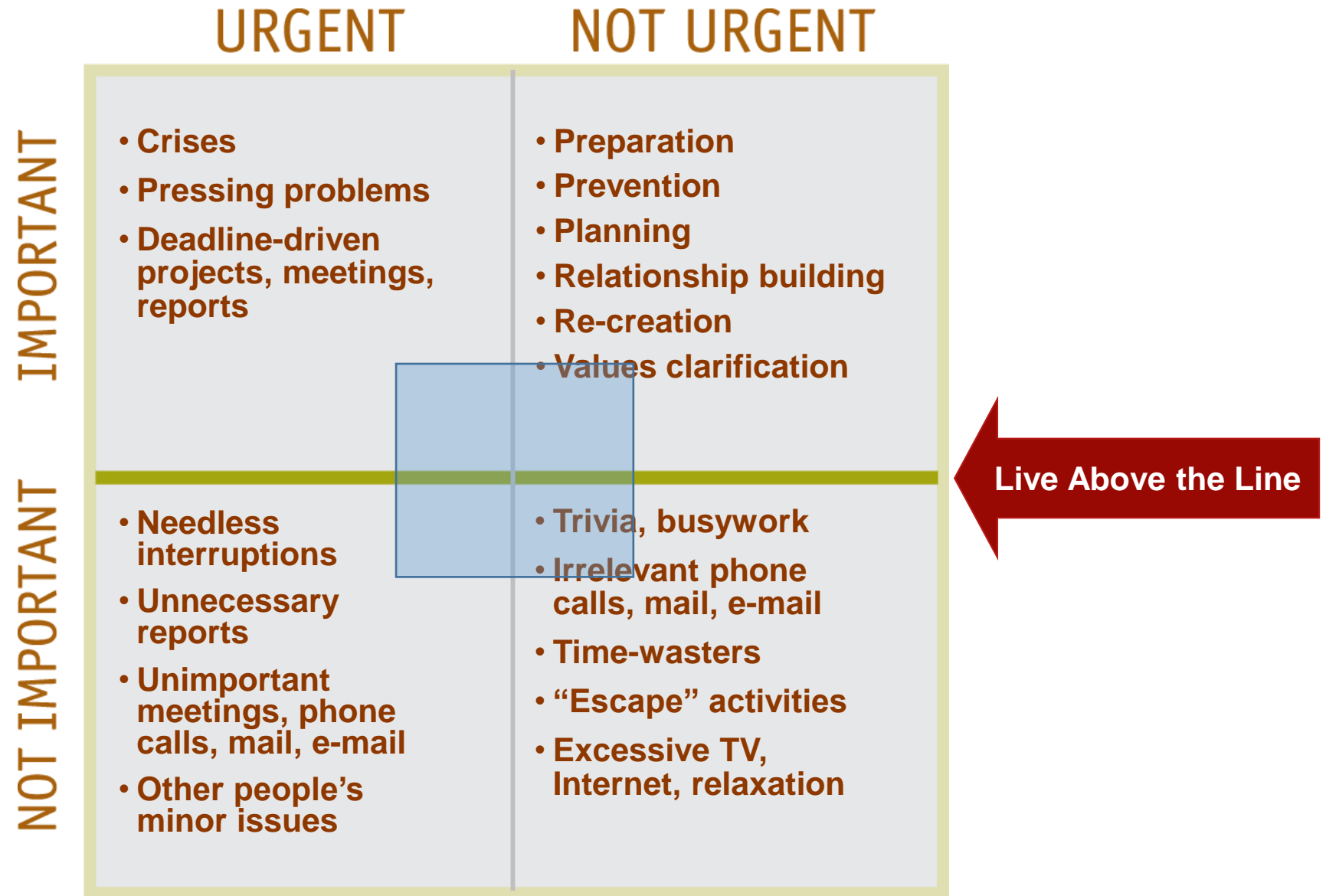
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Session Objectives

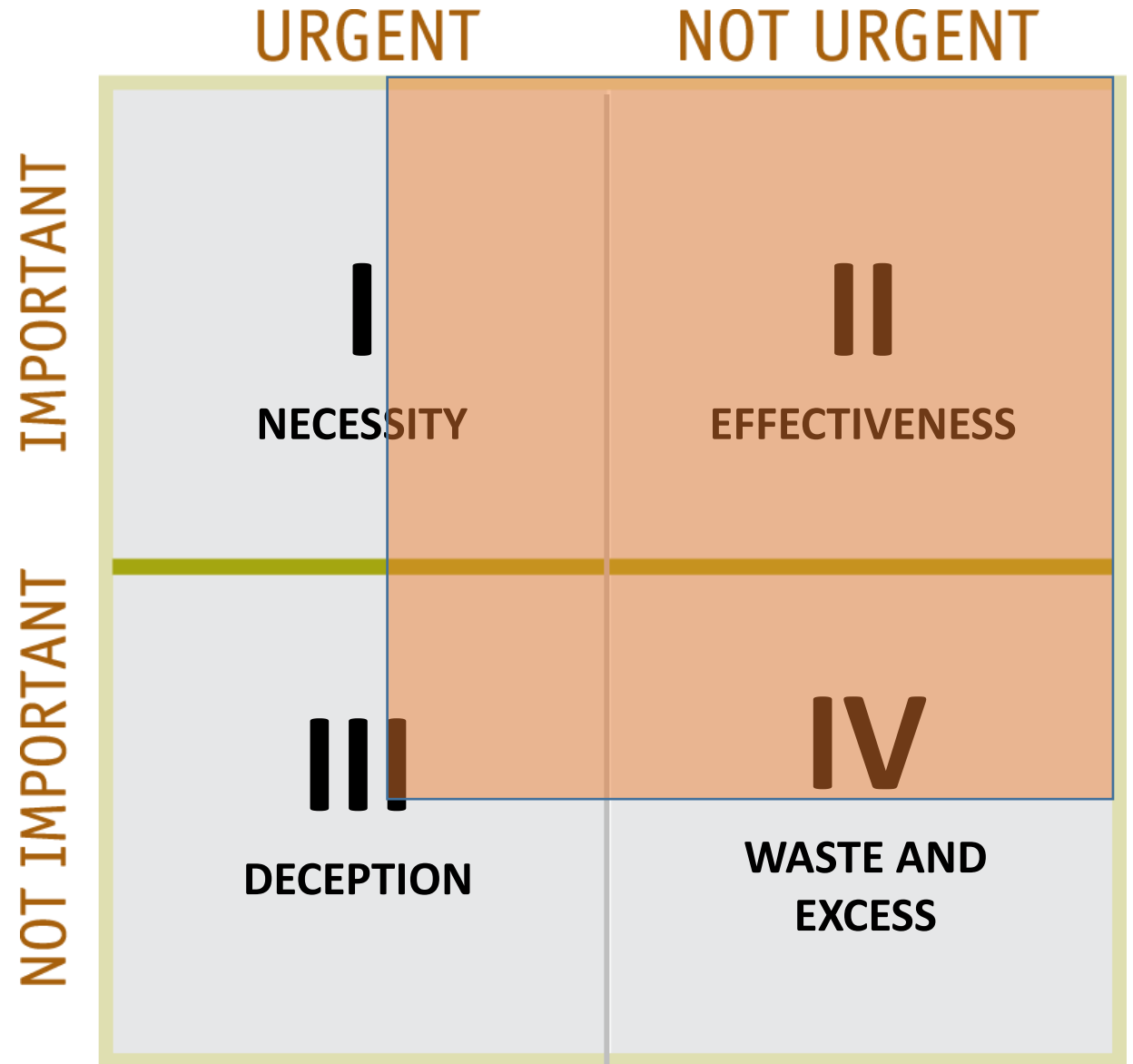
- Identify your time wasters and adopt strategies for reducing them.
- Recognise the of causes of procrastination and explore how to overcome.
- Clarify and prioritise your objectives and goals, by planning and implementing.

The Time Matrix



The Time Matrix

- Importance - An activity is important if you personally find it valuable, and if it contributes to your mission, values, and high-priority goals.
- Urgency - An activity is urgent if you or others feel that it requires immediate attention.



Weekly Planning

- **When?** - Before the week begins.
- **Where?** - Someplace quiet.
- **How Long?** - 20–30 minutes.

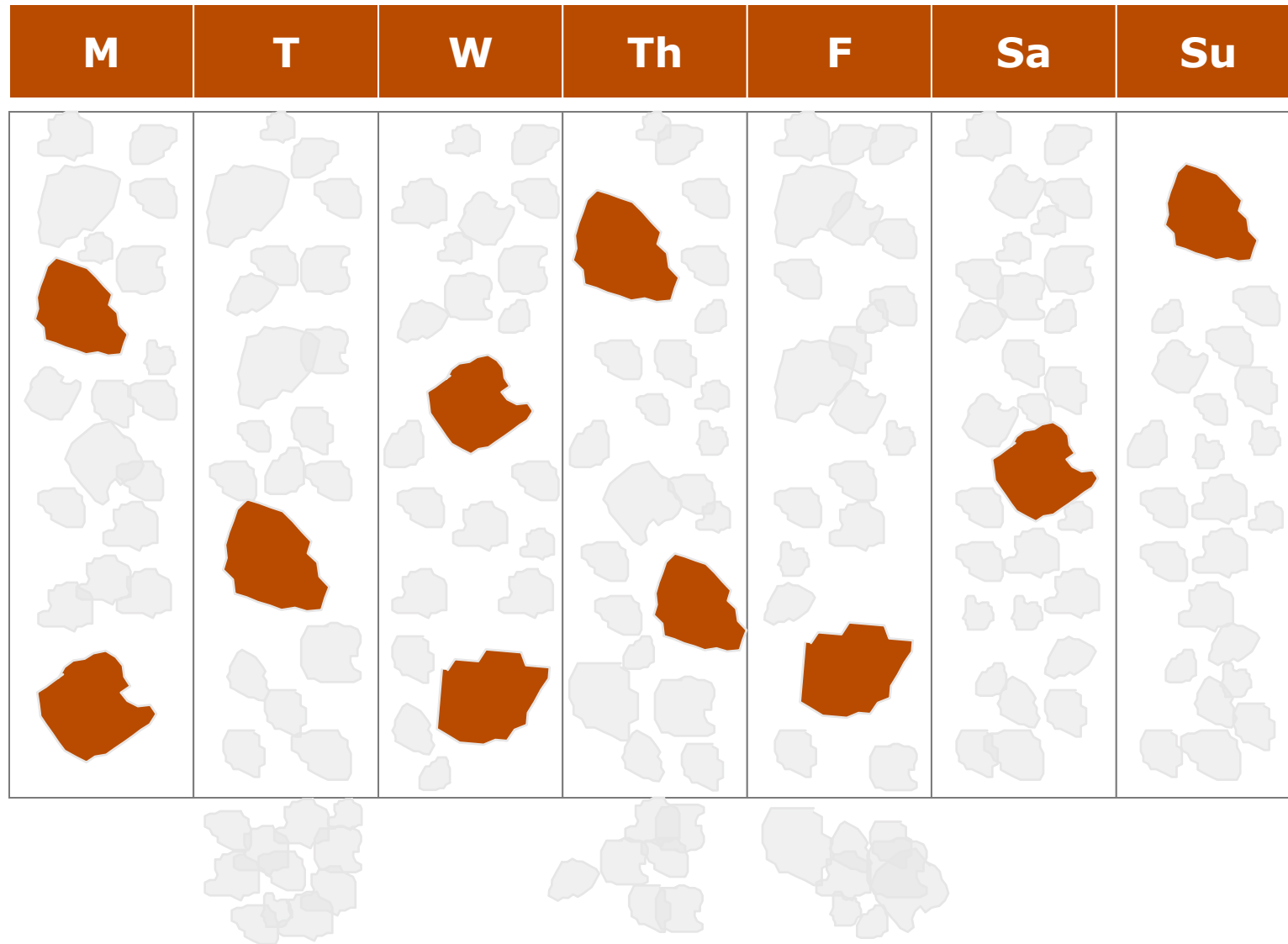
1. Review mission and roles.
2. Choose big rocks.
3. Schedule the week.

Prioritization

1. Check today's appointments.
2. Make a realistic list.
3. Prioritize (ABC, 123).

- **A** = High
- **B** = Medium
- **C** = Low

“Big Rocks” Scheduling





Win-Win Relationships

Mutual Benefit

Session Objectives

- Foundations of Win-Win mind set
- Understand the Paradigms of human interaction
- Win-Win Agreements

Foundations of Win-Win

DEPOSITS

- Seek first to understand.
- Show kindness, courtesy, respect.
- Keep promises.
- Be loyal to the absent.
- Set clear expectations.
- Apologize.
- Give feedback (“I” messages).
- Forgive.

WITHDRAWALS

- Assume you understand.
- Show unkindness, discourtesy, disrespect.
- Break promises.
- Be disloyal, badmouth.
- Create unclear expectations.
- Be proud and arrogant.
- Give no feedback or evaluate character - (“you” messages).
- Hold grudges.

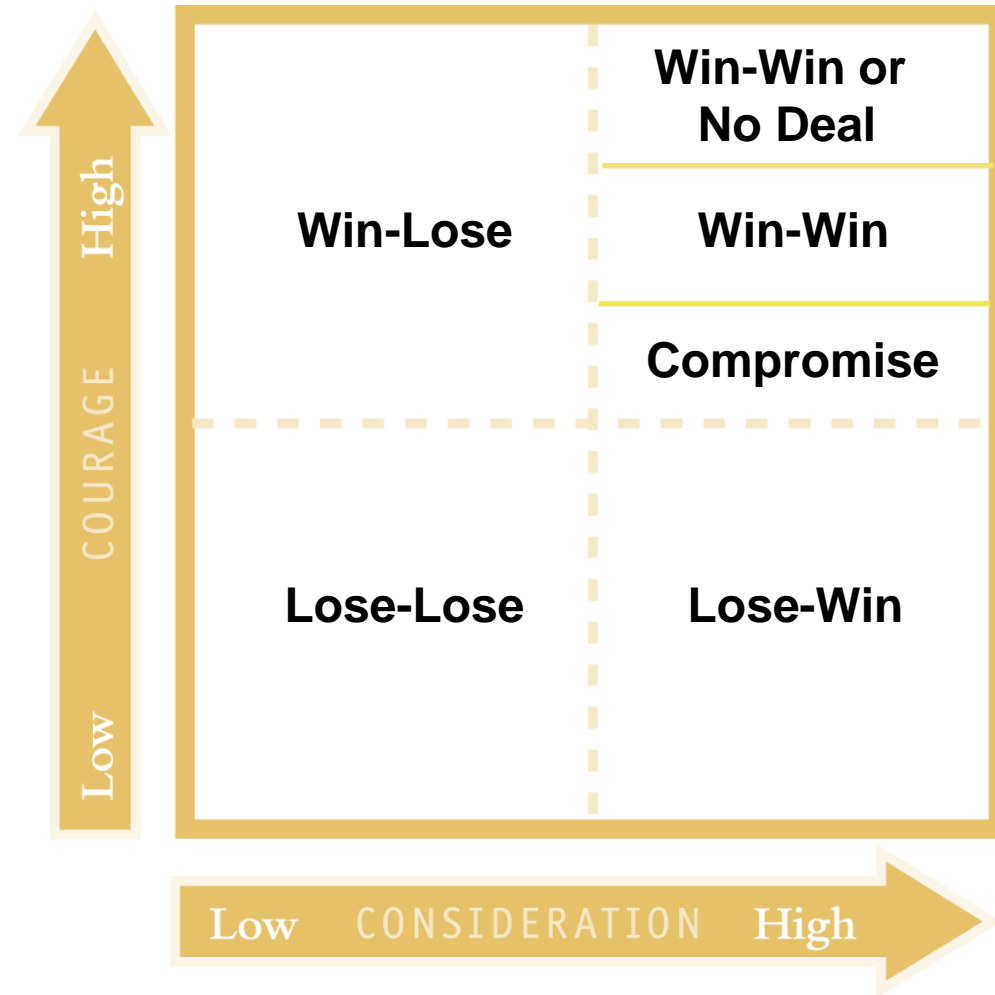
Principles of Win-Win

- Effective, long-term relationships require mutual respect and mutual benefit.
- Abundance mentality states that there is plenty out there for everyone, and more to spare.
- Ineffective way of looking is to believe that there is only so much, and the more you get, the less there is for me.

6 Paradigms of Human Interaction

1. Win-Win
2. Win-Lose
3. Lose-Win
4. Lose-Lose
5. Win
6. Win-Win or No Deal

Courage-and-Consideration Grid



When to Think Win-Win

- In situations of conflict
- In long-term relationships
- In interdependent situations

Win - Win

- People who choose to win and make sure others also win practice win-win.
- People with a win-win paradigm take time to search for solutions that will make them happy and simultaneously satisfy others.

Characteristics

- Seeks mutual benefit
- Is cooperative, not competitive
- Listens more, stays in communication longer,
- Communicates with courage.

Win - Lose

- People with a win-lose mind-set are concerned with themselves first and last. They want to win, and they want others to lose.
- They achieve success at the expense or exclusion of another's success and driven by comparison, competition, position, and power.

Characteristics

- Is very common scripting for most people
- Is the authoritarian approach.
- Uses position, power, credentials, possessions, or personality to get the "Win".

Lose - Win

- People who choose to lose and let others win show high consideration for others, but lack the courage to express and act on their feelings and beliefs. They are easily intimidated and borrow strength from acceptance and popularity.

Characteristics

- Voices no standards, no demands, no expectations of anyone else.
- Is quick to please or appease.
- Buries a lot of feelings.

Lose - Lose

- People who have a lose-lose paradigm are low on courage and consideration.
- They envy and criticize others. They put themselves and others down.

Characteristics

- Is the mind-set of a highly dependent person.
- Is the same as a “no win” because nobody benefits.
- Is a long-term result of a win-lose, lose-win, or win.

Win

- People who hold a win paradigm think only of getting what they want. Although they don't necessarily want others to lose, they are personally set on winning.
- They think independently in interdependent situations, without sensitivity or awareness of others.

Characteristics

- Is self-centred.
- Thinks “me first”.
- Doesn't really care if the other person wins or loses.
- Has a Scarcity Mentality”.

Win-Win or No Deal

- Is the highest form of win-win. People who adopt this paradigm seek first for win-win.
- If they cannot find an acceptable solution, they agree to disagree agreeably.

Characteristics

- Allows each party to say no.
- Is the most realistic at the beginning of a relationship or business deal.
- Is the highest form of “Win”.

Win-Win Mind-set

- **Integrity** – People of Integrity are true to their feelings, values and commitments.
- **Maturity** – Mature people express their ideas and feelings with courage and with consideration for the ideas and feelings of others.
- **Abundance Mentality** – People with an Abundance Mentality believe that there is plenty for everyone.

Win-Win Relationships

- Disclose – help others understand their positions, behaviour and decisions.
- Communicate clear expectations.
- Seek other ideas and listen with empathy.
- Are accurate, timely and honest in communication.
- Treat people with respect and respond to others' needs.
- Focus on the positive, but provide constructive feedback on improvement areas.

Elements of Win-Win Agreements

- **Desired Results** : Clarify the end in mind, objectives and outcome.
- **Guidelines** : Specify boundaries and deadlines for accomplishing the results.
- **Resources** : List the human, financial, technical or organizational resources available for accomplishing the desired results.
- **Accountability** : Identify the standards and methods of measurement for progress and accomplishment.
- **Consequences** : Determine the result (s) of achieving or not achieving win-win.

Ask your self?

- How often do you communicate with a key stakeholder?
- Do you Respect unconditionally?
- How long does it take for you to Trust others?
- Do you Support people when they need you?
- Do you accept people the way they are?
- How often do you break promises that you make?

Thank You

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