

The 8th HABIT

From Effectiveness to Greatness

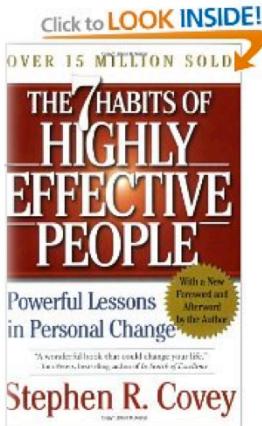
Stephen Covey

Stephen Covey

'There is no way you can make significant progress in your relationship with others if your own life is a mess or if you're untrustworthy. That's why, to improve any relationship, you must start with yourself; you must improve yourself.'

Stephen Covey





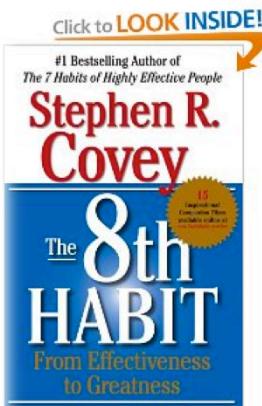
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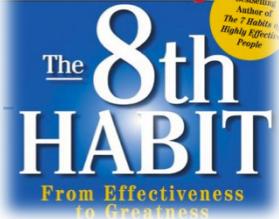
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Stephen R. Covey



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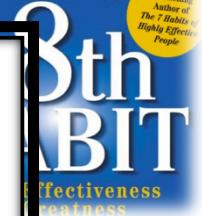
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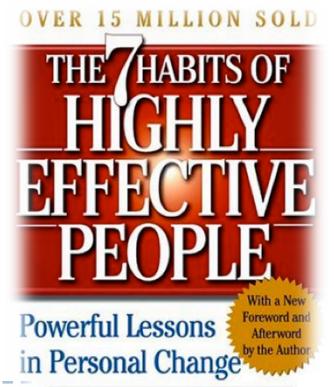
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The 7 Habits of Highly Effective People

1. Be proactive
2. Begin with the end in mind
3. Put first things first
4. Think win-win
5. Seek first to understand,
then to be understood
6. Synergise
7. Sharpen the saw



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The 7 Habits of Highly Effective People

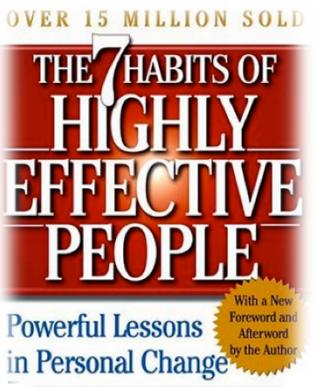
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Private sphere

From *Dependance* to *Independance*

Public sphere

From *Independance* to *Interdependance*



"A wonderful book that could change your life."
—Tom Peters, bestselling author of *In Search of Excellence*

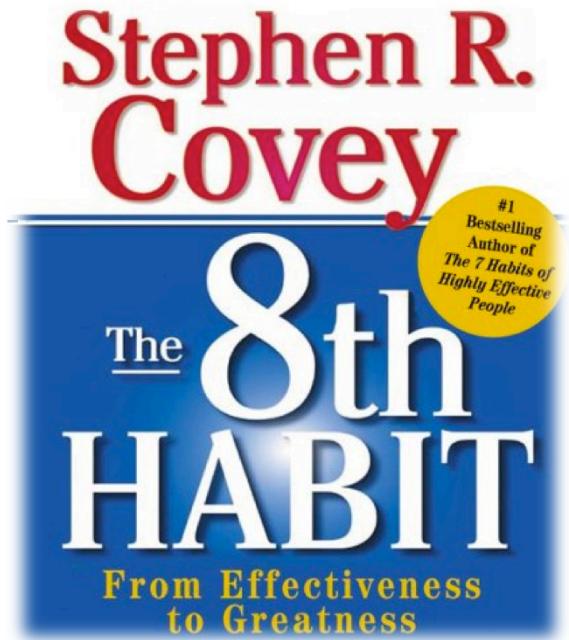
Stephen R. Covey



Summary

A. Find your voice

1. Discover your own voice
2. Express your voice



B. Inspire others to find their voices

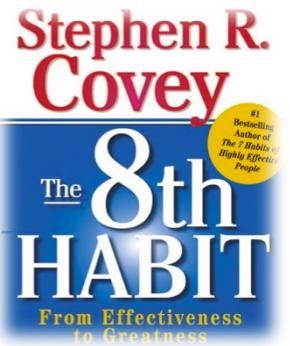
▶ FOCUS

1. Expand your influence
2. Be trustworthy
3. Build trust
4. Blend other's voice
5. Create a common vision

▶ EXECUTION

1. Align goals and systems
2. Empower others

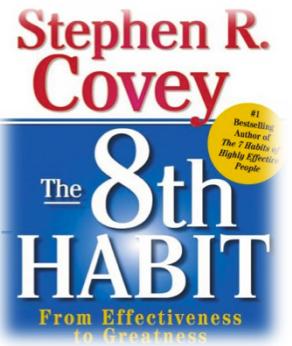




A. Find your voice

I. Discover your own voice





A. Find your voice

I. Discover your own voice

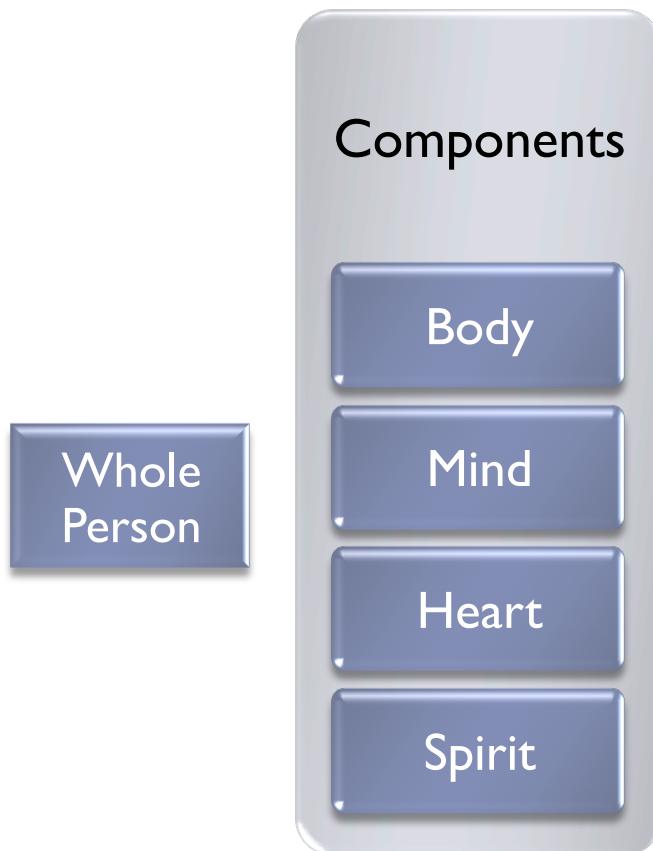
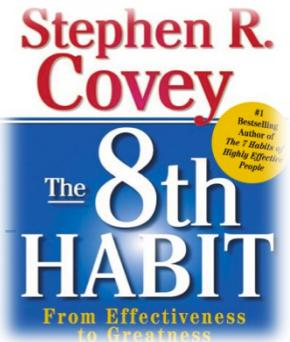
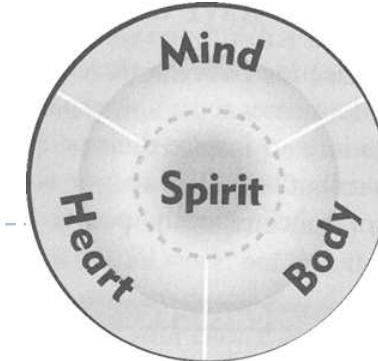
Whole Person



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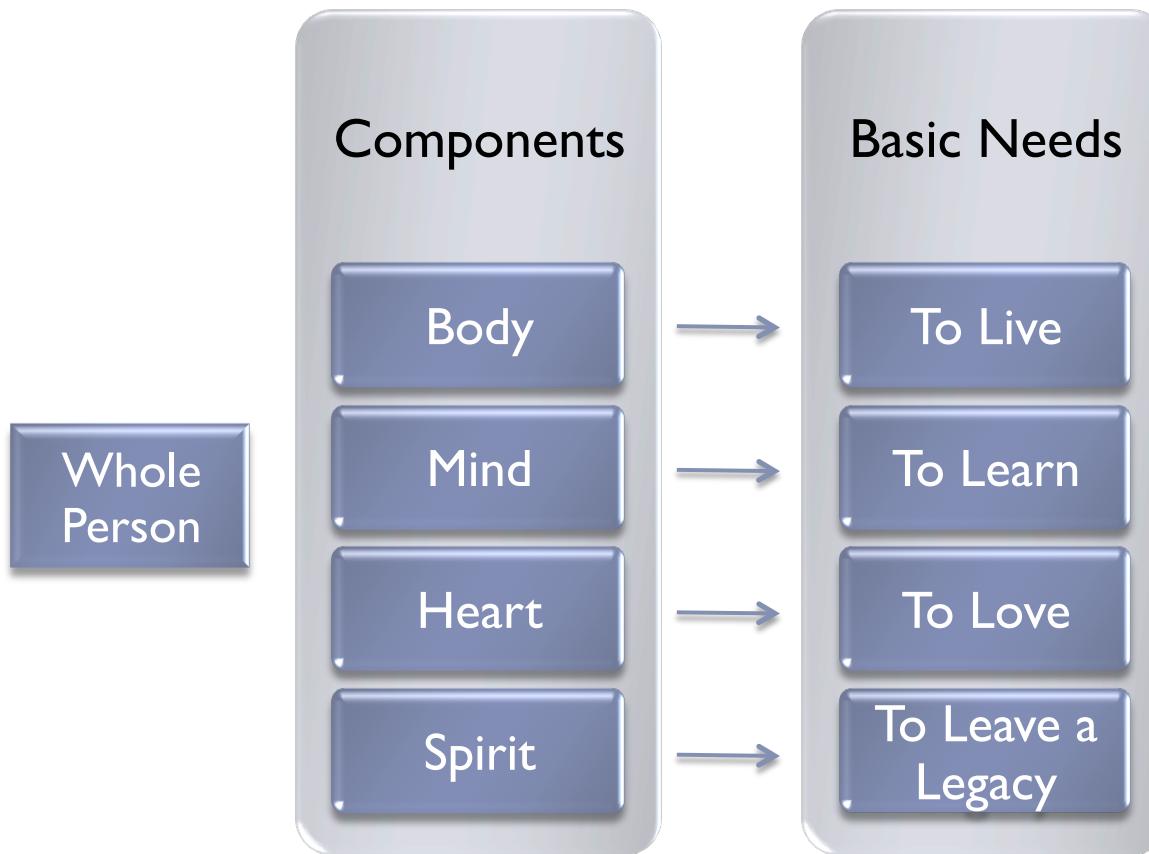
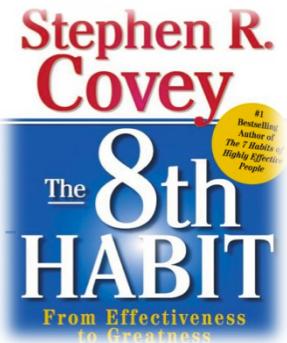
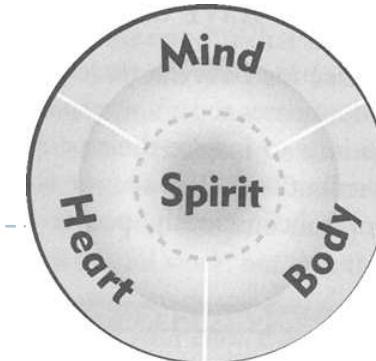
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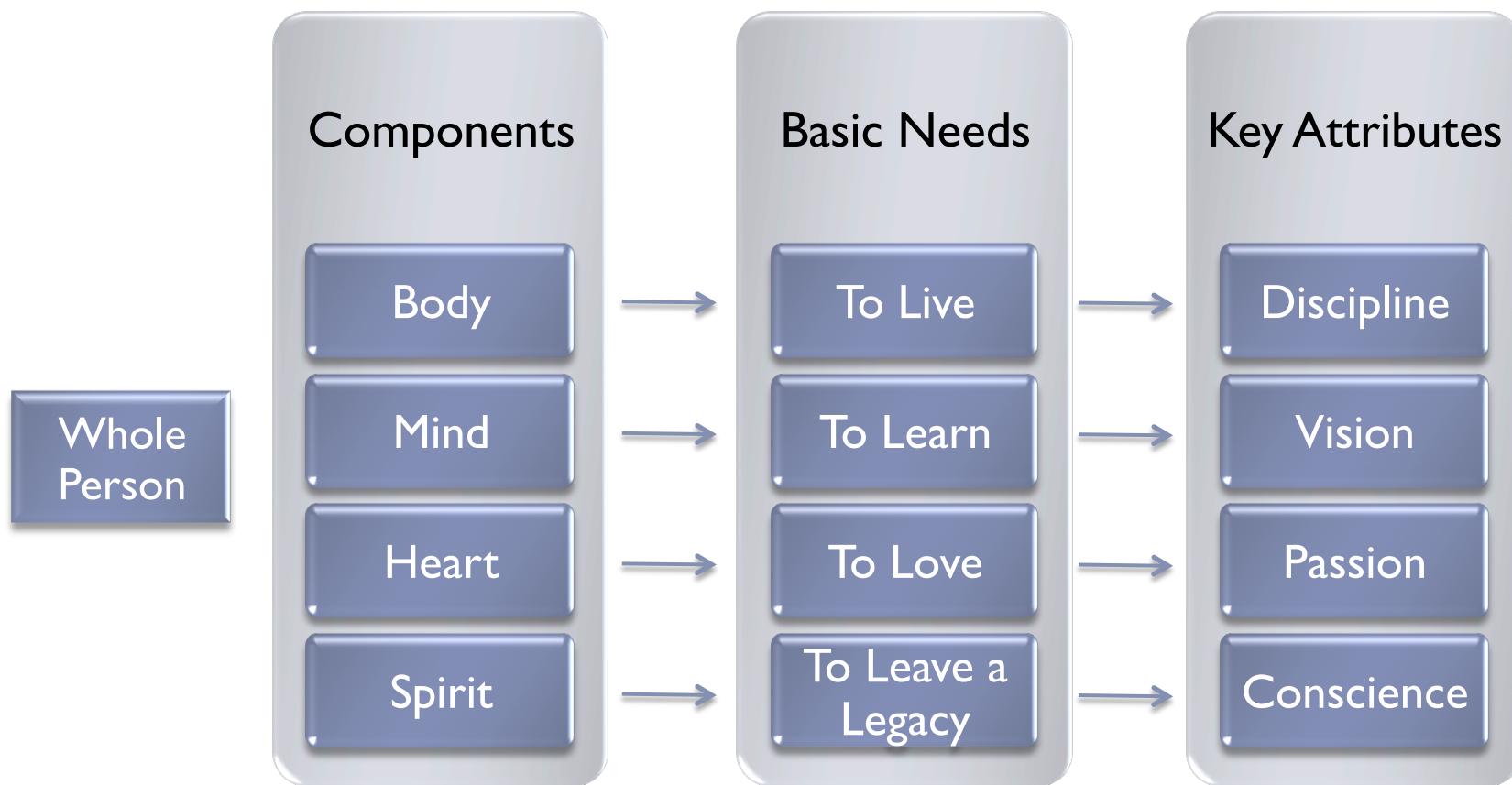
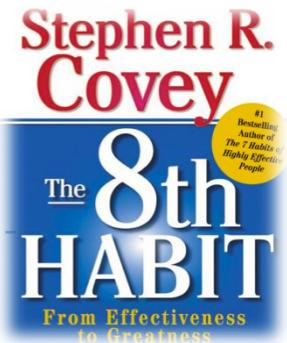
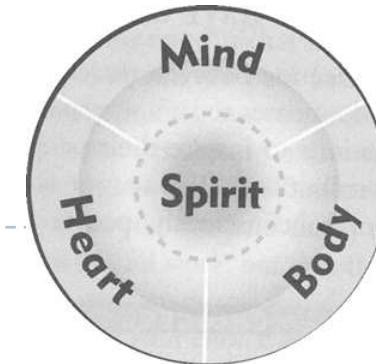
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I. Discover your own voice



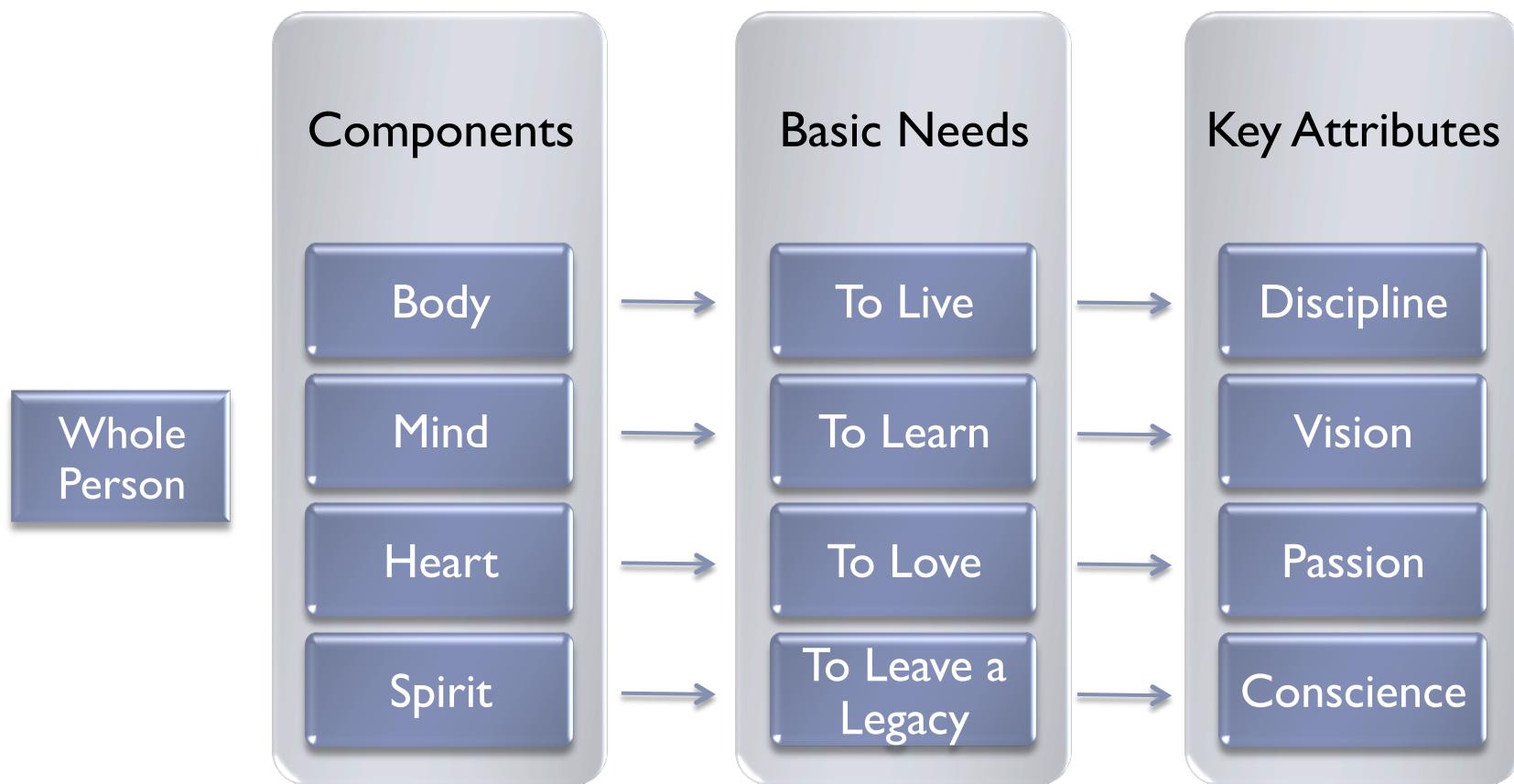
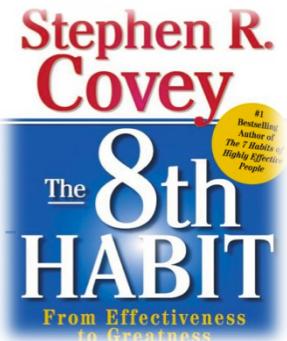
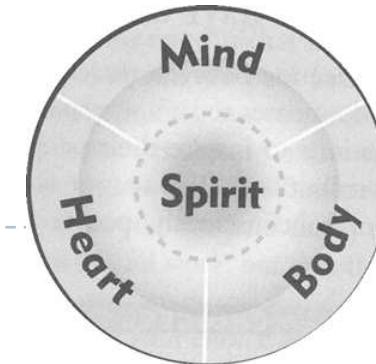
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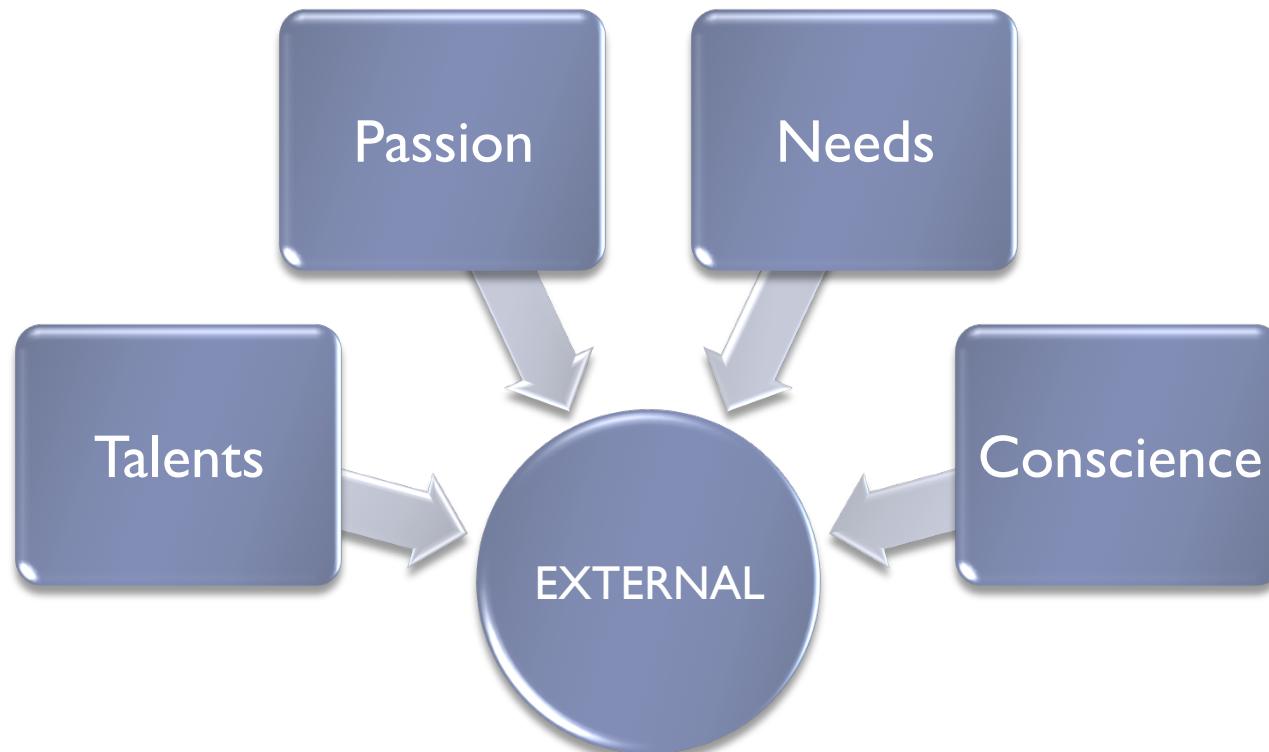
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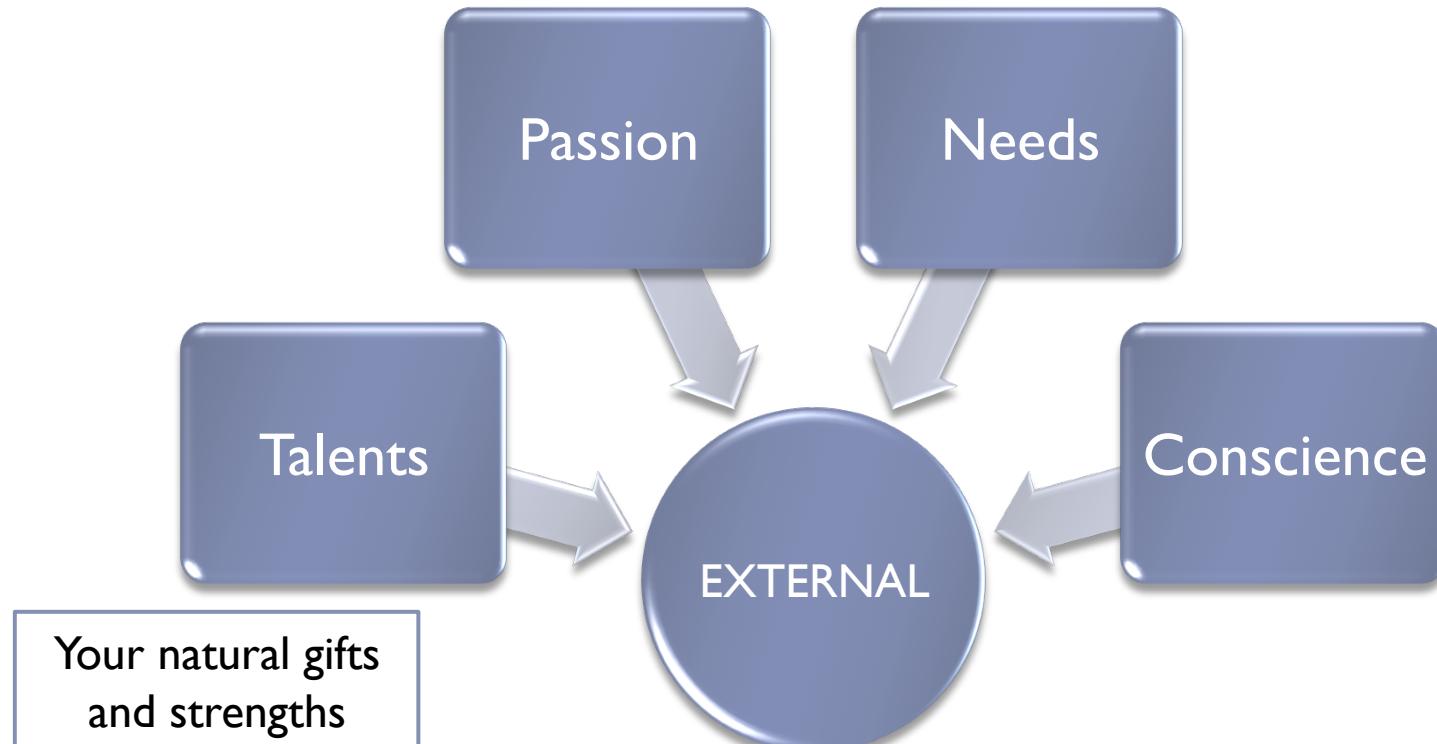
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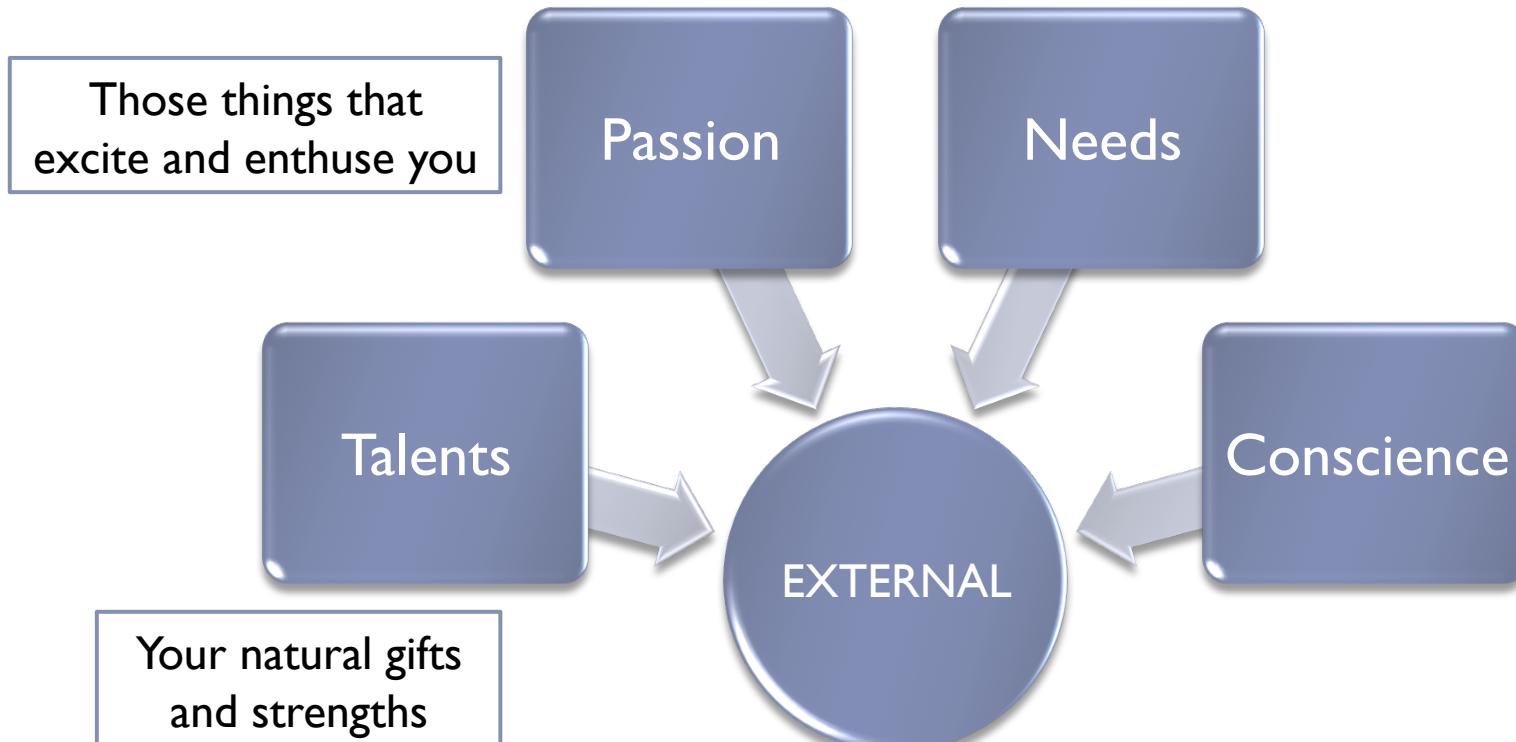
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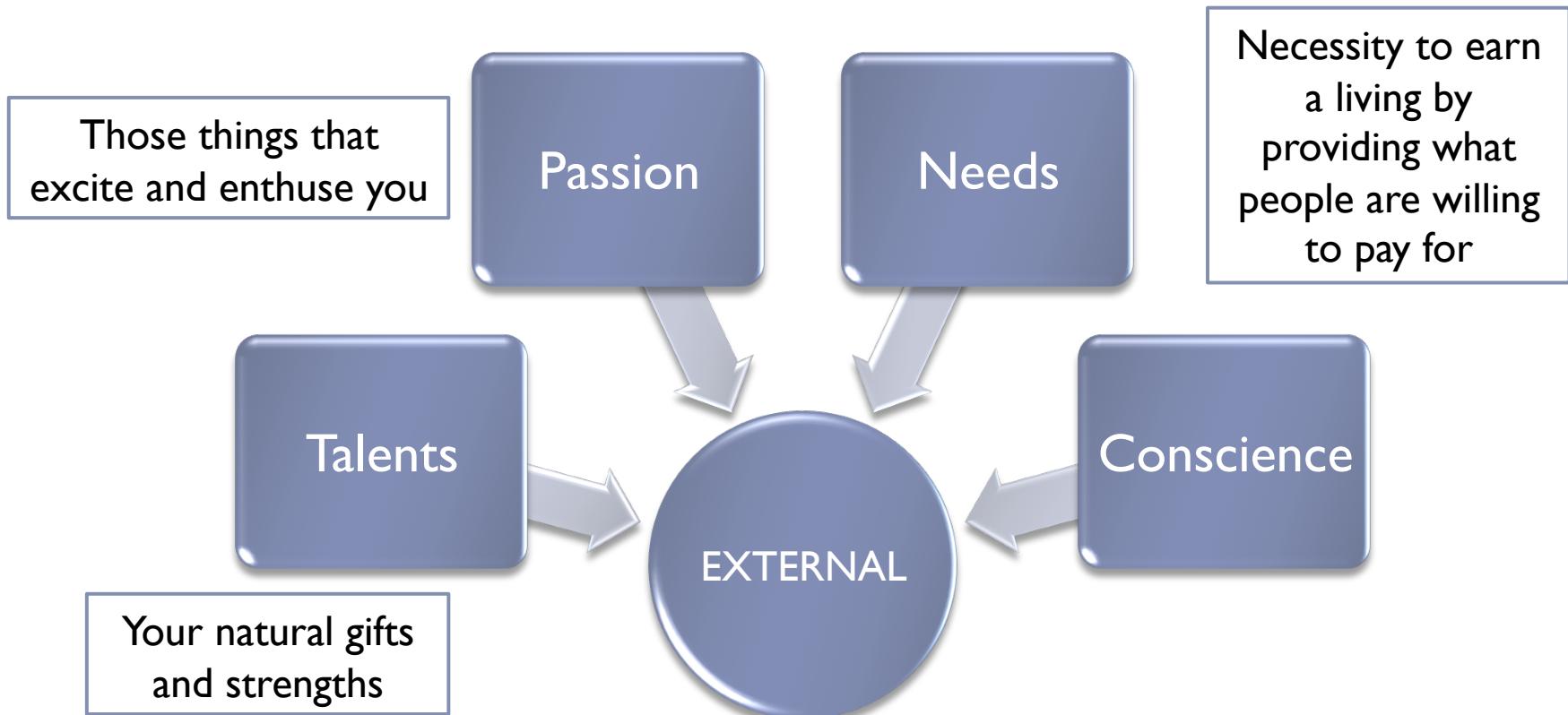
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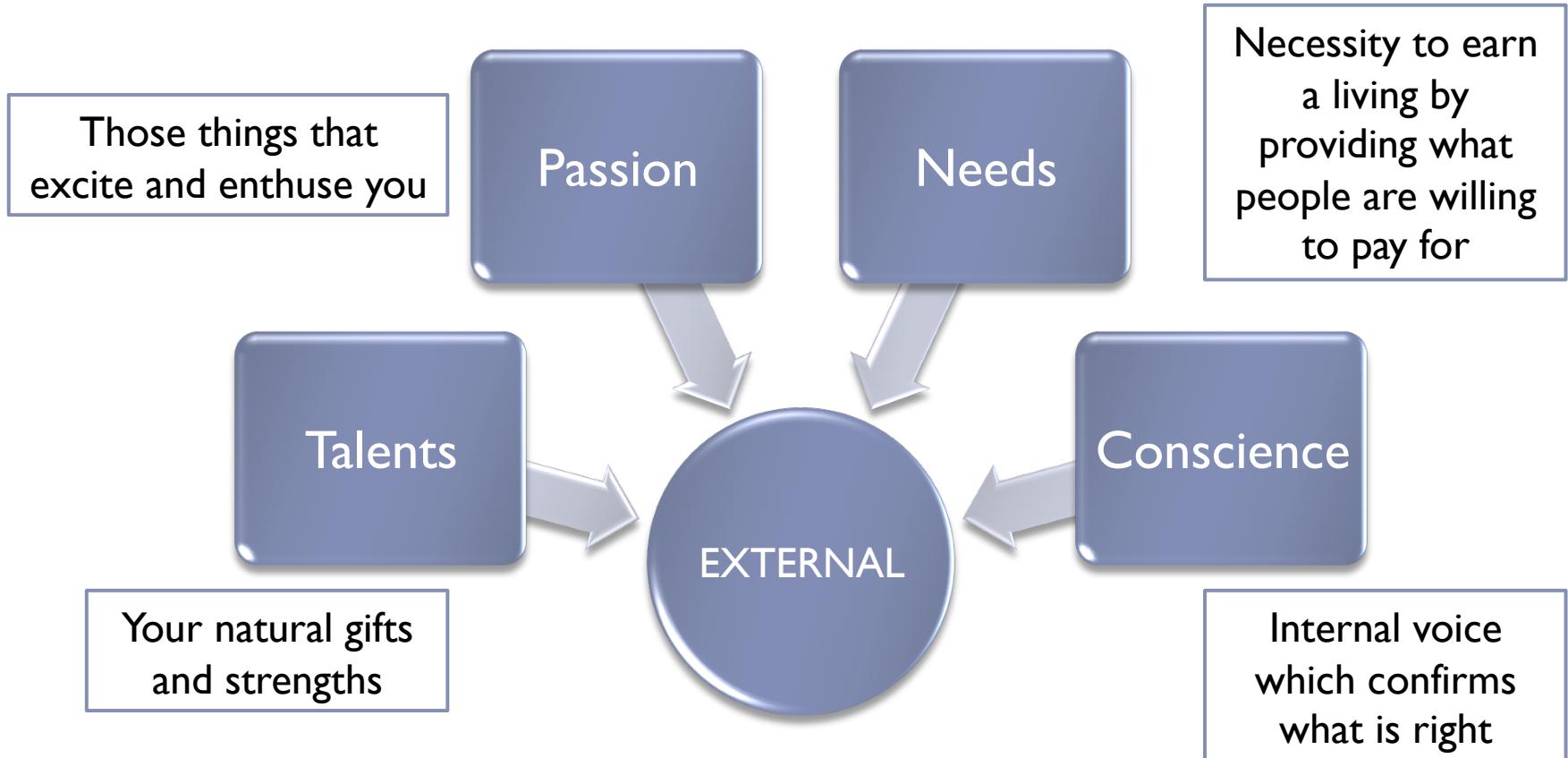
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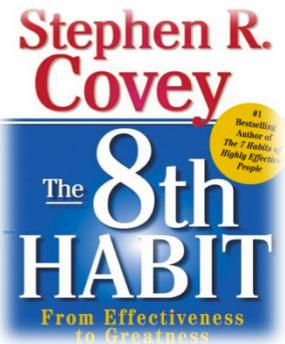
I. Discover your own voice



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I. Discover your own voice



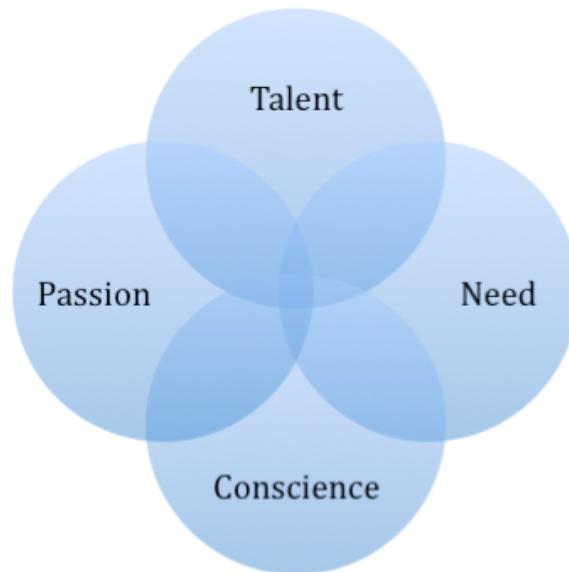


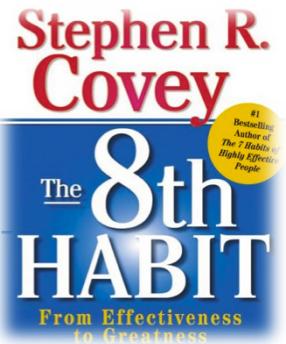
A. Find your voice

I. Discover your own voice

'When you can give yourself to work that brings together a need, your talent, and your passion, power will be unlocked.'

Stephen Covey





A. Find your voice

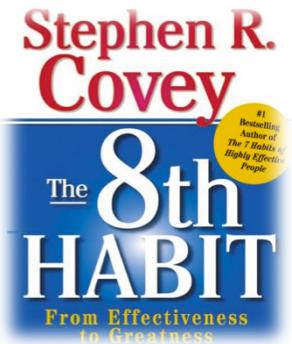
2. Express your voice

In order to *express your voice*,

you need to work at

building your capacities in each
of these **4** dimensions:





A. Find your voice

2. Express your voice

In order to **express your voice**,
you need to work at
building your capacities in each
of these **4** dimensions:

Key Attributes

Discipline

Vision

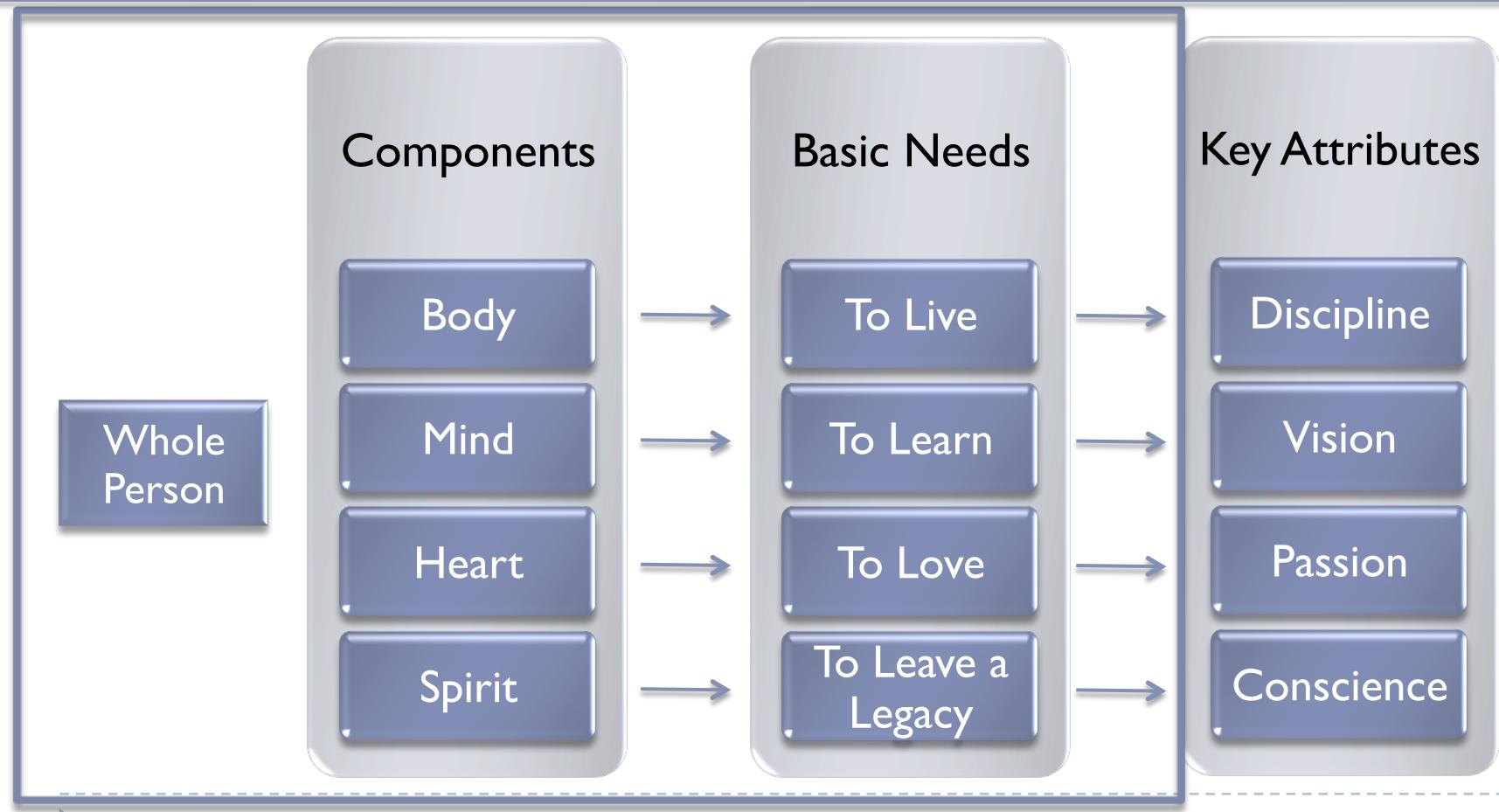
Passion

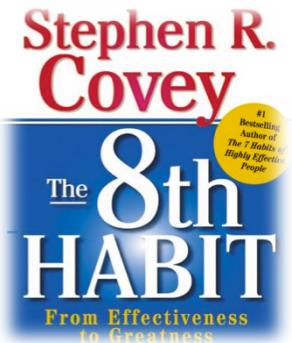
Conscience



A. Find your voice

2. Express your voice





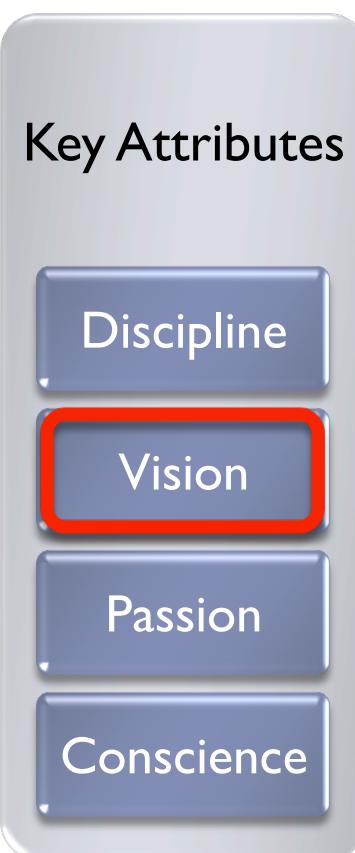
A. Find your voice

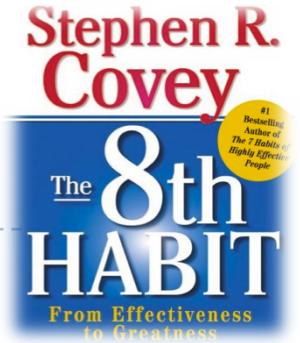
2. Express your voice

Vision = applied imagination

- ▶ Great leaders see the untapped potential in people, and inspire them towards realizing that potential

- ▶ You have to cultivate the habit of looking for the good in people!





A. Find your voice

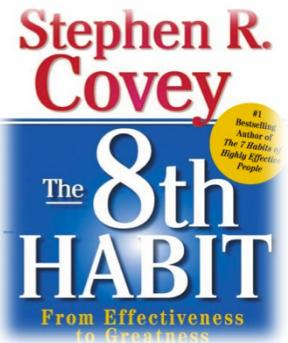
2. Express your voice

- ▶ As you communicate to the people around you, your belief in them and their future, you will bring out the best in them

Key Attributes

- Discipline
- Vision
- Passion
- Conscience





A. Find your voice

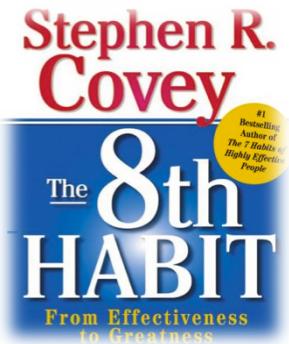
2. Express your voice

Discipline = willpower emodied

- ▶ A requirement to make things happen
- ▶ Be disciplined means to accept reality
- ▶ Successful people are disciplined enough to do what has to be done!

Key Attributes





A. Find your voice

2. Express your voice

Passion = unrelentive drive coming from the heart

- ▶ People with passion are motivational to be with

Because they believe the best way to predict the future is to take part in shaping it

Key Attributes

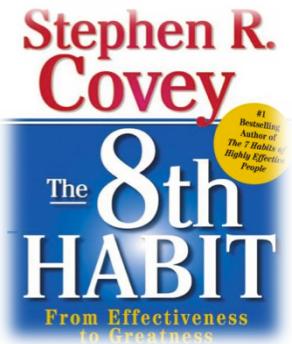
Discipline

Vision

Passion

Conscience



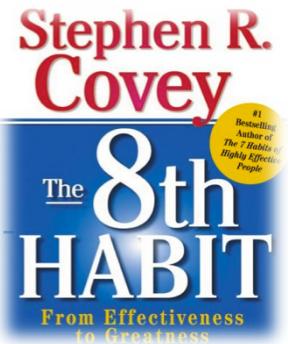


A. Find your voice

2. Express your voice

- ▶ Influential people are passionate
Because they have found their purpose and role in the world, their mission in life
- ▶ When people are passionate, they don't require any supervision to get things done!





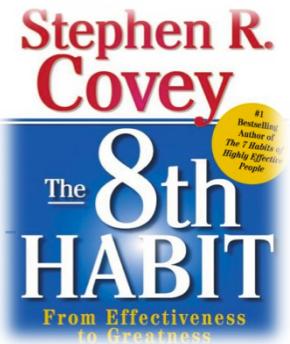
A. Find your voice

2. Express your voice

**Conscience = moral sense of
what's right & what's wrong**

- ▶ Encourages to sacrifice something good for *something better*
- ▶ Transforms *passion* into *compassion!*





A. Find your voice

2. Express your voice

- ▶ Conscience will tell us a worthy end can never be accomplished with an unworthy means...

People who live by their conscience

will have *inner integrity*

and *peace of mind*

Key Attributes

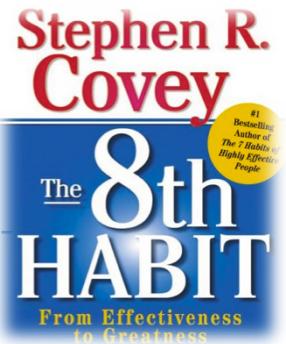
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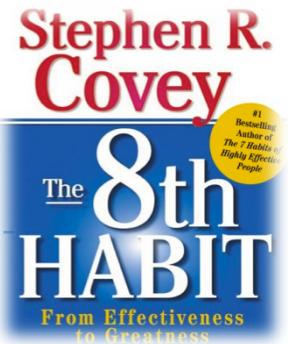


A. Find your voice

2. Express your voice

- ▶ If you apply this 4 dimensions to any role you carry out, you can and will find your voice in that role!





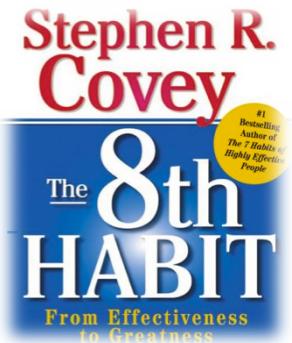
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The key is to answer 4 questions in each of your roles:





A. Find your voice

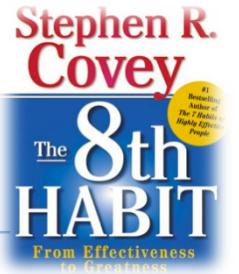
2. Express your voice

- ▶ If you apply this 4 dimensions to any role you carry out, you can and will find your voice in that role!

The key is to answer 4 questions in each of your roles:

1. What **need** do I sense in the organization I work for?
2. What **talent** do I possess which, if properly disciplined and applied, would meet that specific need?
3. Does the opportunity to meet that need tap into the things I feel most **passionate** about?
4. Does my **conscience** allow me to take action?

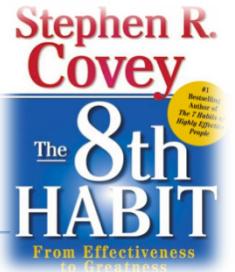




B. Inspire others to find their voices

*Once you have found your voice, the way you can continue
to increase your feelings of achievement is
By helping others to find their own voice as well*





B. Inspire others to find their voices

*Once you have found your voice, the way you can continue
to increase your feelings of achievement is
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To inspire others means:

To recognise, respect and create meaningful opportunities for
others to express their voices.



B. Inspire others to find their voices

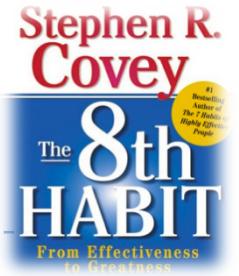
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To inspire others means:

To recognise, respect and create meaningful opportunities for
others to express their voices.

The word inspire is derived from the Latin *inspirare*
which literally means to breath life into another.





B. Inspire others to find their voices

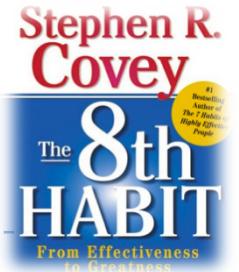
- ▶ TO BUILD FOCUS
 - I. Expand your influence

You can influence your organization to do better.

This requires that you take the initiative and act for your organization

- ▶ Strive for personal excellence
- ▶ Always do what's right
- ▶ Avoid complaining, criticising & being negative
- ▶ Empathise with your boss
- ▶ Be constant



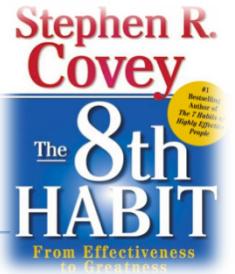


B. Inspire others to find their voices

- ▶ TO BUILD FOCUS
- 2. Be trustworthy

-
- ▶ Personal integrity
 - ▶ Maturity
 - ▶ Abundance mentality
 - ▶ Technical competence
 - ▶ Conceptual knowledge
 - ▶ Awareness





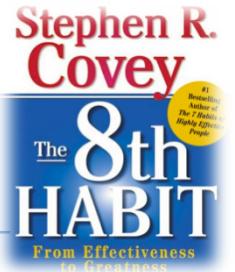
B. Inspire others to find their voices

▶ TO BUILD FOCUS

3. Build trust

-
- ▶ Create mutual understanding
 - ▶ Generate an environment of integrity
 - ▶ Practice openness
 - ▶ Be kind and courteous
 - ▶ Always think win-win or no deal





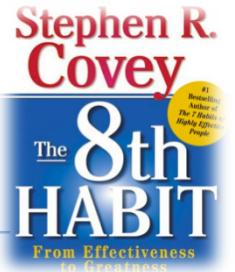
B. Inspire others to find their voices

▶ TO BUILD FOCUS

3. Build trust

-
- ▶ Always clarify your expectations clearly
 - ▶ Be loyal, even to those who are absent
 - ▶ Be prepared to accept the apologies of others
 - ▶ Be prepared to give and receive genuine feedback
 - ▶ Be forgiving





B. Inspire others to find their voices

▶ TO BUILD FOCUS

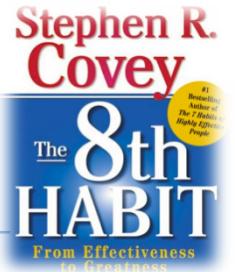
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'It is a greater compliment to be trusted than to be loved'



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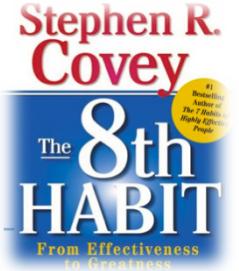
B. Inspire others to find their voices

▶ TO BUILD FOCUS

4. Blend other's voices

- ▶ Best way to resolve conflicts is 3rd alternative which creates synergy!
- ▶ How to develop a 3rd alternative? 2 key questions
 - 1. « would you be willing to search for another alternative solution that is better than what we have proposed so far? »
 - 2. « would you agree to 1 simple rule: no one can make his or her point until they have restated the other's previous point? »





B. Inspire others to find their voices

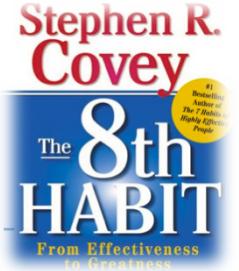
▶ TO BUILD FOCUS

5. Create a common vision

Every organization grapples with 4 realities:

1. The realities of the market
2. The organization's core competencies
3. Stakeholder wants and needs
4. The organization's value system and sense of purpose





B. Inspire others to find their voices

▶ TO BUILD FOCUS

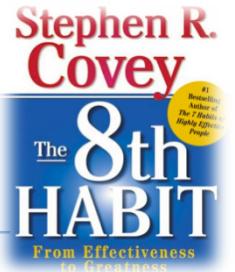
5. Create a common vision

Every organization grapples with 4 realities:

1. The realities of the market
2. The organization's core competencies
3. Stakeholder wants and needs
4. The organization's value system and sense of purpose

*So how do you achieve shared visions
and values across an entire organization?*





B. Inspire others to find their voices

▶ TO BUILD FOCUS

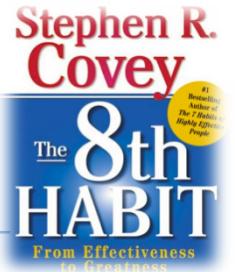
5. Create a common vision

When organizations & individuals know

- ▶ what their goals are ‘*why*’
- ▶ how they will act to achieve these goals ‘*how*’

They can then focus on ‘*what*’ needs to be done much more intensively and passionately!





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5. Create a common vision

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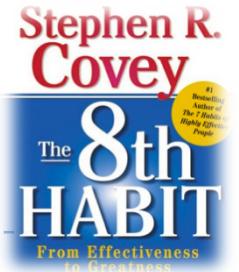
- ▶ what their goals are ‘*why*’
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They can then focus on ‘*what*’ needs to be done much more intensively and passionately!

When this happens: a collective voice & powerful culture emerge!



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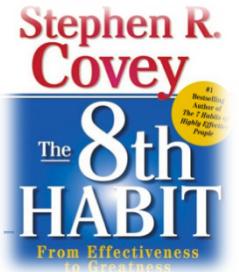
B. Inspire others to find their voices

- ▶ TO BUILD FOCUS
 - 5. Create a common vision
-

The key is to mix together 2 elements:



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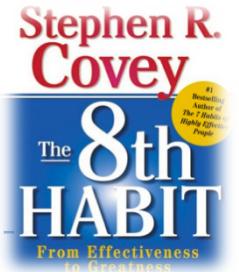
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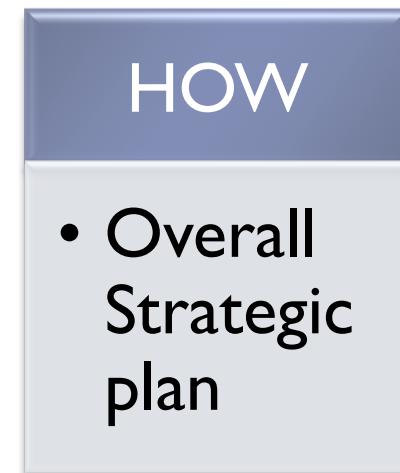


B. Inspire others to find their voices

▶ TO BUILD FOCUS

5. Create a common vision

The key is to mix together 2 elements:

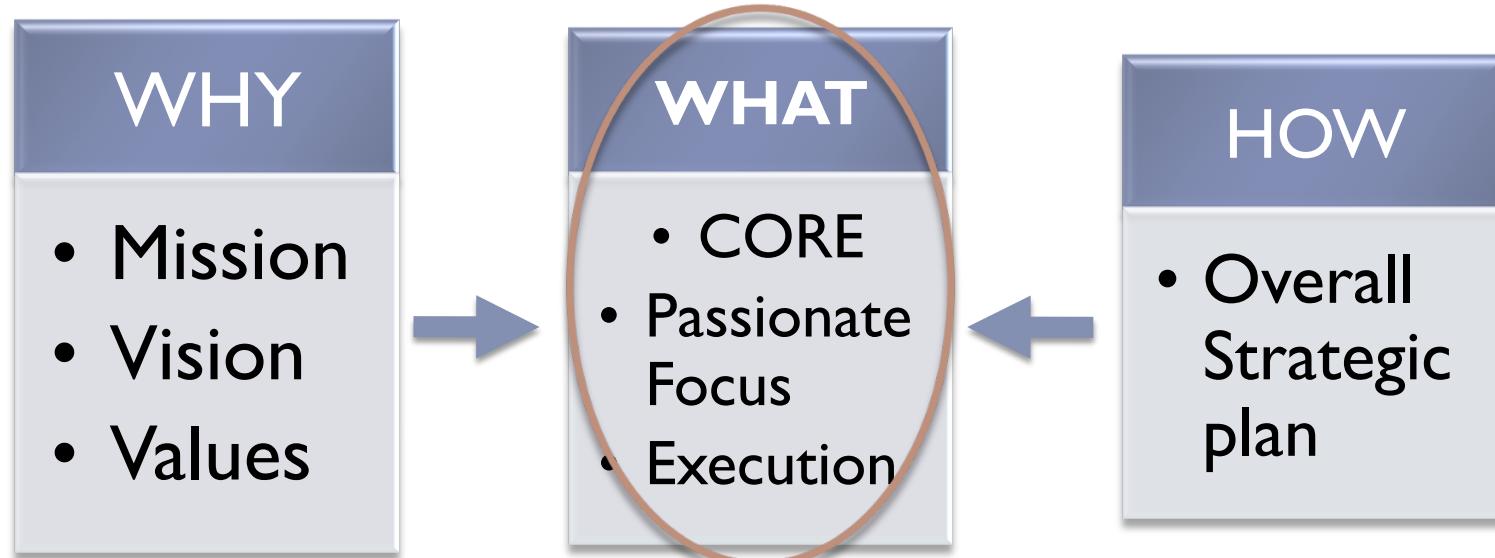


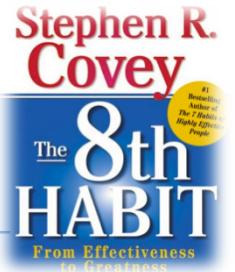
B. Inspire others to find their voices

▶ TO BUILD FOCUS

5. Create a common vision

The key is to mix together 2 elements *to create a third*:





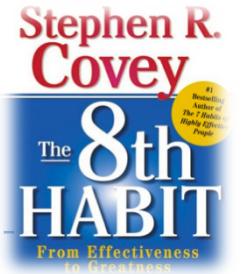
B. Inspire others to find their voices

▶ TO EXECUTE BETTER

I. Align goals and systems

-
- ▶ Develop IS matching the organization's value system
 - ▶ Create a compensation system (cooperation & synergy)
 - ▶ Stay flexible with your business systems
 - ▶ Look at what the world-class performers in your industry are doing
 - ▶ Set up a great feedback system





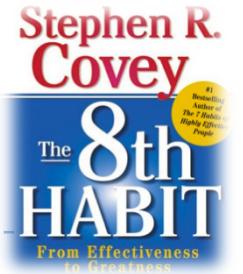
B. Inspire others to find their voices

- ▶ TO EXECUTE BETTER
 - 2. Empower others
-

- ▶ Win-win agreement
- ▶ Self evaluation appraisal
- ▶ Servant leaders



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The end.



(... You can wake up!)



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