



7 Habit of Highly Effective People

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Irvandias Sanjaya, S.Psi., CCP., CPS.

Founder at Kerja Cer-Dias | Coach |
Trainer | Consultant | Sportscaster |
Entrepreneur

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Today's Speaker Profile

Irvandias Sanjaya, S.Psi., CCP., CPS

*Career Consultant, Trainer, Learning
Developer, Life Coach, Entrepreneur,
Program Manager, and Sportscaster.*

Education:



Achievements:

- *LinkedIn Power Profile 2018*
- *Mahasiswa Berprestasi 2 UGM 2017*
- *YSEALI Academic Fellow, Arizona State University, USA, 2018*

Certifications:

- *Certified Public Speaker*
- *Certified Coach Practitioner*
- *Life Coach Practitioner*
- *Certified Corporate Trainer*

Get **READY** for the Session

Our Rules of Thumb



Keep Focus



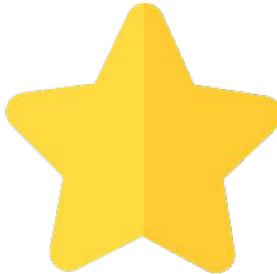
Be Active!

We will have **lecturing** session & working
on **individual worksheet**

**Stay Active and
WIN THE PRIZES**



How to Get Score?



Answering Question: 10 points

Asking Question: 25 points

Wrapping Material in front of the class:
35 points

Presentation in front of the class:
50 points

Let's Conquer the 7 Summit!



Take the 1st step



Catch the summit



Find the path
together



Plan the Route



Understand
the Partner



Synergize Together



Learn, Reflect & Grow for
the Next Summit!

ARE YOU READY ?

Say it “**I'M READY**” loudly and clear



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Let's do Energizer Shall We?

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SHHHH

Silent Line-Up

Do **my instructions** without speaking any words

What's **your**
take after the **game**?

What's in it for me?

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What do you know about Changes?

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Why do you need to Change?

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***"Hari ini ke
Job Fair,
yuk"***

Then



***"Tolong
kumpulkan kertas
soal & jawaban
UAS-nya, ya"***



"Apply via Job Platform apa ya"



Then

"Kita kelasnya lewat Zoom, dan pakai Google Class Manager, ya"



Now





Then

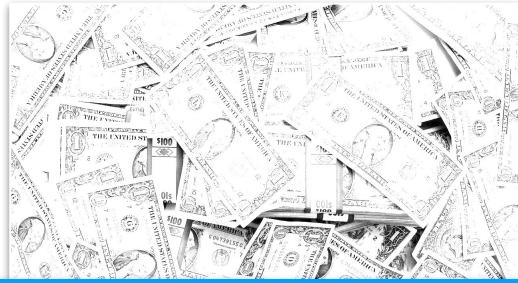


Now



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craigslist



Linked



juju



JET

TopUSAJobs

glassdoor

Change is the only constant and INEVITABLE

Are you ready for the changes?



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These Jobs Will Fall First As AI Takes Over The Workplace

By [Jack Kelly](#), Senior Contributor. © Jack Kelly covers career growth, job mar...

[Follow Author](#)

AI is everywhere, and somehow will replace your job or position

What jobs will go away with AI?

Jobs like **data entry, scheduling, and customer service** are already being overtaken by AI tools like chatbots and robotic process automation. A 2024 study by the Institute for Public Policy Research found 60% of administrative tasks are automatable. 25 Apr 2025

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Jobs that Likely Will be Replaced by AI

1. Customer Service Representative
2. Data Entry Clerk
3. Research Analyst
4. Paralegal
5. Financial Trader
6. Travel Advisor

What else?

Graduate roles are down even in UK sectors not exposed to generative AI

Jobs advertised, monthly average (Feb 2020 = 100)



Even with the Sectors that are not exposed with AI, are getting endangered

Builtin | <https://builtin.com/artificial-intelligence/ai-replacing-jobs-creating-jobs>

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Largest growing and declining jobs by 2030

 Top largest growing jobs

1 Farmworkers, labourers and other agricultural workers

2 Light truck or delivery services drivers

3 Software and applications developers

4 Building framers, finishers and related trades workers

5 Shop salespersons

6 Food processing and related trades workers

7 Car, van and motorcycle drivers

8 Nursing professionals

9 Food and beverage serving workers

10 General and operations managers

11 Social work and counselling professionals

12 Project managers

13 University and higher education teachers

14 Secondary education teachers

15 Personal care aides

 Top largest declining jobs

1 Cashiers and ticket clerks

2 Administrative assistants and executive secretaries

3 Building caretakers, cleaners and housekeepers

4 Material-recording and stock-keeping clerks

5 Printing and related trades workers

6 Accounting, bookkeeping and payroll clerks

7 Accountants and auditors

8 Transportation attendants and conductors

9 Security guards

10 Bank tellers and related clerks

11 Data entry clerks

12 Client information and customer service workers

13 Graphic designers

14 Business services and administration managers

15 Claims adjusters, examiners, and investigators



Job that Likely Growing & Declining* by 2030

*AI Replaceable

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Largest growing and declining jobs by 2030

Top largest growing jobs

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7 Car, van and mot

8 Nursing professio

9 Food and bevera

10 General and ope

11 Social work and

12 Project managers

13 University and higher education teachers

14 Secondary education teachers

15 Personal care aides

Top largest declining jobs

1 Cashiers and ticket clerks

2 Administrative assistants and executive secretaries



What is the career dream
do you want to pursue?
Why?

10 points



g &
Declining by 2030

*AI Replaceable

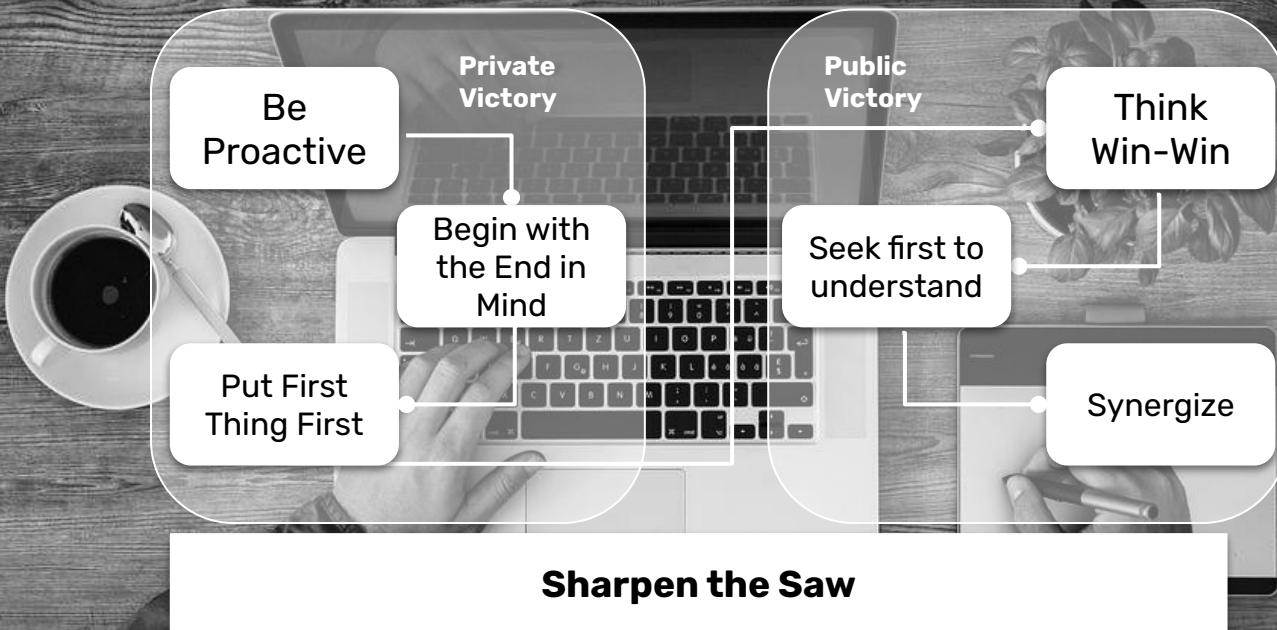


On a scale of 0-10
How ready are you
with a change?

10 points



Today's Discussion



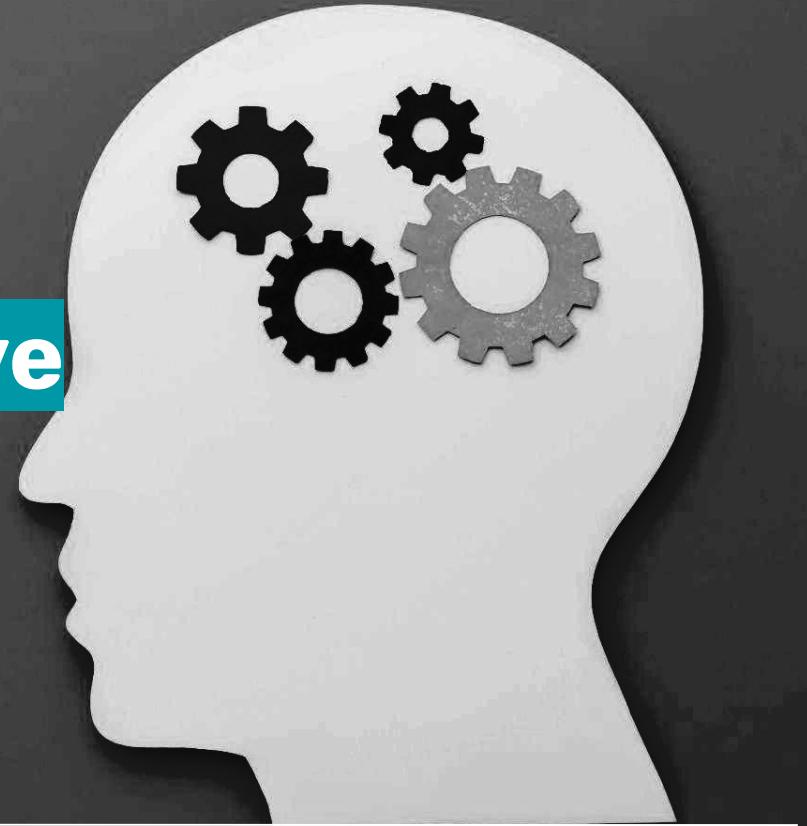
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Habit #1: Be Proactive

Shifting into

Growth Mindset



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What Happen if you
Shake this bottle?



It Explodes!



And how about this?



It stays **calm**

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Level 1: Fast & Reactive



Level 2: Calm & Responsive



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THE NEW YORK TIMES BESTSELLER

THINKING,
FAST AND SLOW

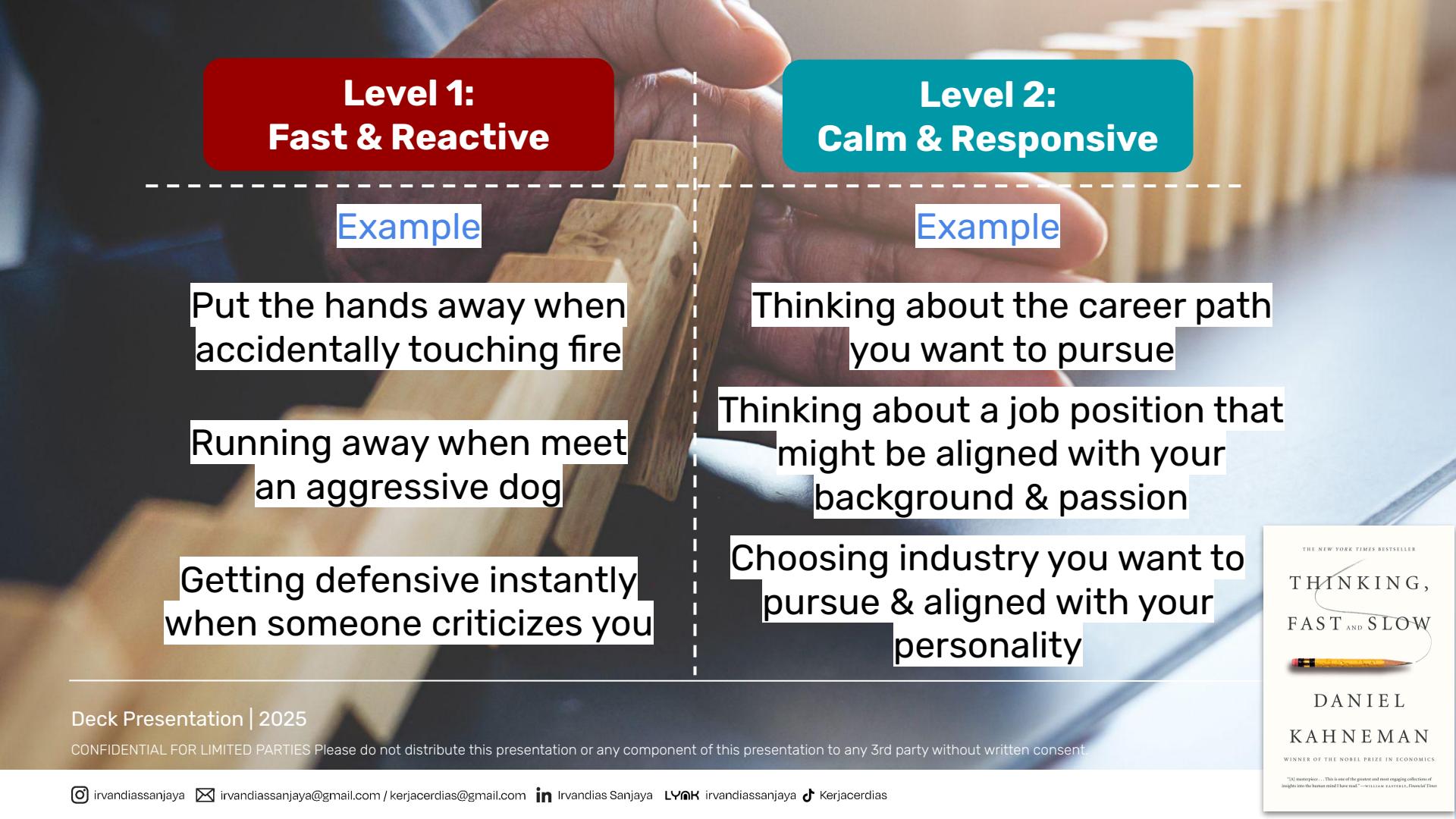


DANIEL

KAHNEMAN

WINNER OF THE NOBEL PRIZE IN ECONOMICS

"A masterpiece... This is one of the most important and engrossing collections of insights into the human mind I have read." —WILLIAM SATZER, Financial Times



Level 1: Fast & Reactive

Example

Put the hands away when accidentally touching fire

Running away when meet an aggressive dog

Getting defensive instantly when someone criticizes you

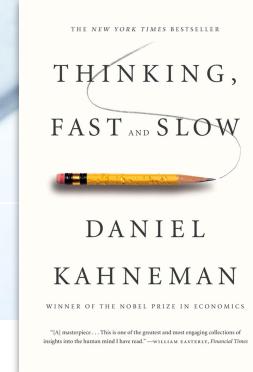
Level 2: Calm & Responsive

Example

Thinking about the career path you want to pursue

Thinking about a job position that might be aligned with your background & passion

Choosing industry you want to pursue & aligned with your personality





Being Reactive X

Being Calm & Responsive ✓

*especially when goes into the important decision making

What's differences between them?

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Proactive vs Reactive

Act based on values, not moods or external circumstances.

Recognize their freedom to choose their response.

Focus on things they can **control or influence** (Circle of Influence).

Example:

"I can... I will... Let's look at alternatives."

Are often affected by their **physical environment** or **emotions**.

Let external events dictate their mood and actions.

Focus on things **outside their control** (Circle of Concern).

Example:

"There's nothing I can do... That's just the way I am... They make me so mad."

Can you guess, who are these
Public figures?



What makes them successful?



10 points



What makes them successful?

Act based on **value**, not external motivation 

What makes them successful?

Act based on **value**, not external motivation 

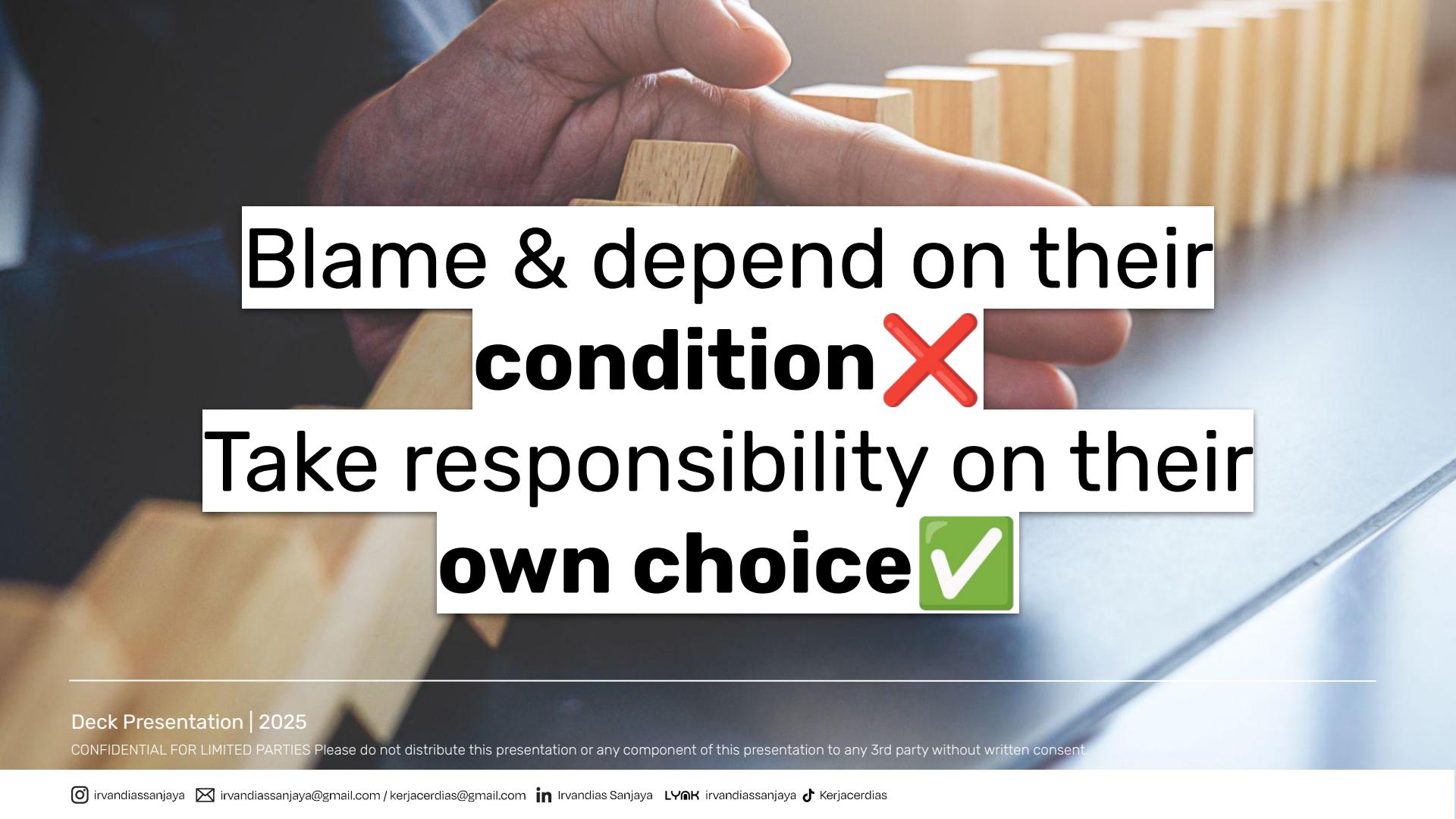
Proactively consistent to pursue their career 

What makes them successful?

Act based on **value**, not external motivation 

Proactively consistent to pursue their career 

Focus on things they can **control** 



Blame & depend on their
condition ✗

Take responsibility on their
own choice ✓

Circle of Concerns

Things you **care about** but
can't directly control.

- ✗ The weather
- ✗ Other people's behavior
- ✗ Traffic
- ✗ Your performance result
- ✗ Your colleague's attitude

Circle of Influence

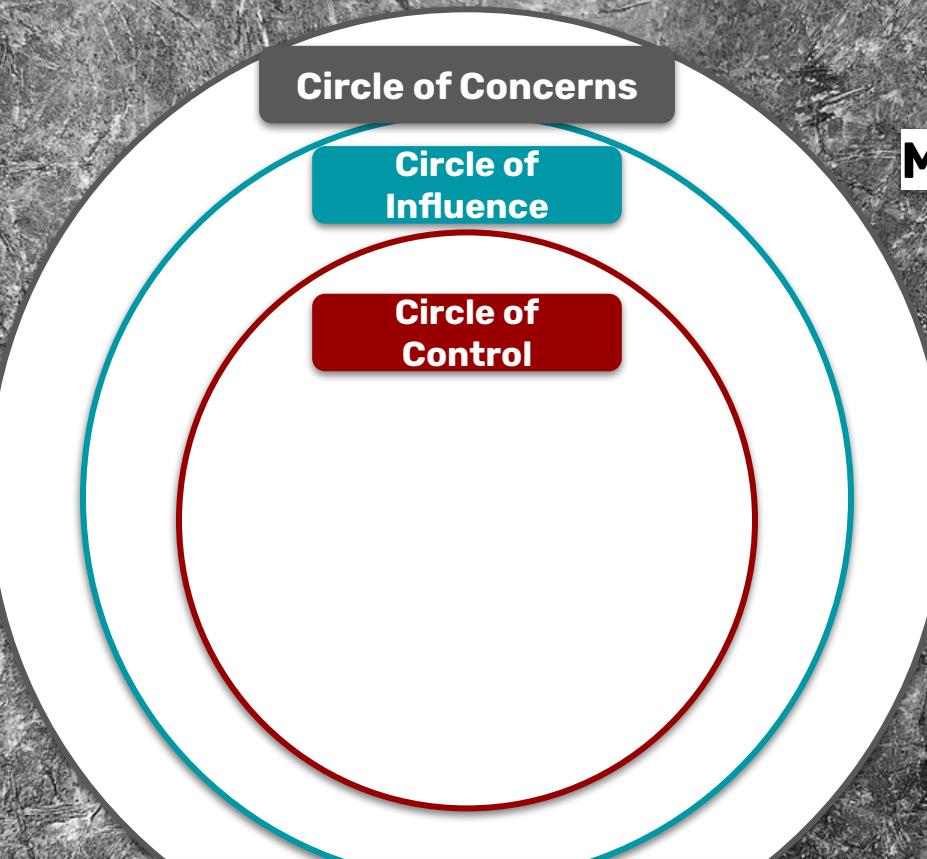
Things you **can't fully control**, but
you **might be able to impact**.

- ✓ Convince other to support your project
- ✓ Asking your teacher for feedback to improve your essay
- ✓ Suggesting improvements in a group project

Circle of Control

Things you **can directly do something about.**

- ✓ Your attitude and mindset
- ✓ How you react to situations
- ✓ How you treat others
- ✓ Your work habits
- ✓ Your use of time and technology



**Reflection Time:
Map your Own Circle**

!!Open your Worksheet: Activity #1!!

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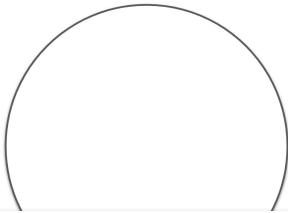
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Reflection Time: Map your Own Circle

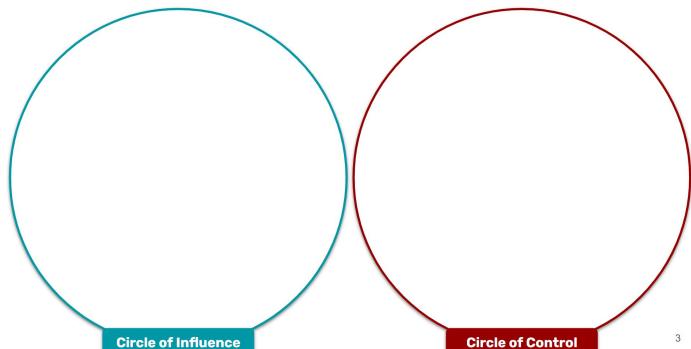
Activity #1: Map your Own Circle

Individual



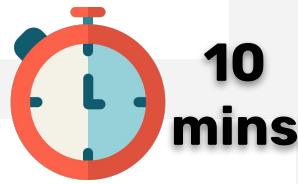
Activity #1: Map your Own Circle

Individual



What will you do?

1. Open your [worksheet activity #1](#)
2. Each of the group has its own case, read it carefully
3. Imagine it happens to you, map your circle of influence & concern
4. Write it down to the provided sheet
5. Discuss your result with the team
6. **4 people will present their ideas**



Individual Pitching Time!

*5 Minutes

50 points



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Let's Conquer the 7 Summit!



**Take the
1st step**



Catch the summit



Find the path together



Plan the Route



Understand
the Partner

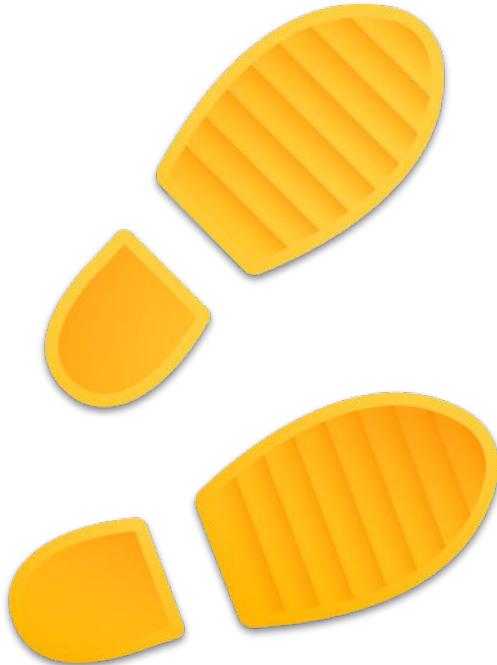


Synergize Together



Learn, Reflect & Grow
for the Next Summit!

Habit 1 Be Proactive: Key Takeaway



Take the 1st step



Courage Badge

Proactively choose your **very 1st step** to conquer the mountain with your own will, drive & motivation

Sudden Quiz

You've just received a rejection email from a job you really wanted. What's the *proactive* response?

A. Complain to friends and blame the company

B. Take a break and never apply to that industry again

C. Reflect on the interview, update your resume & apply again

D. Ignore all job-related emails for a week



You've just received a rejection email from a job you really wanted. What's the *proactive* response?

A. Complain to friends and blame the company

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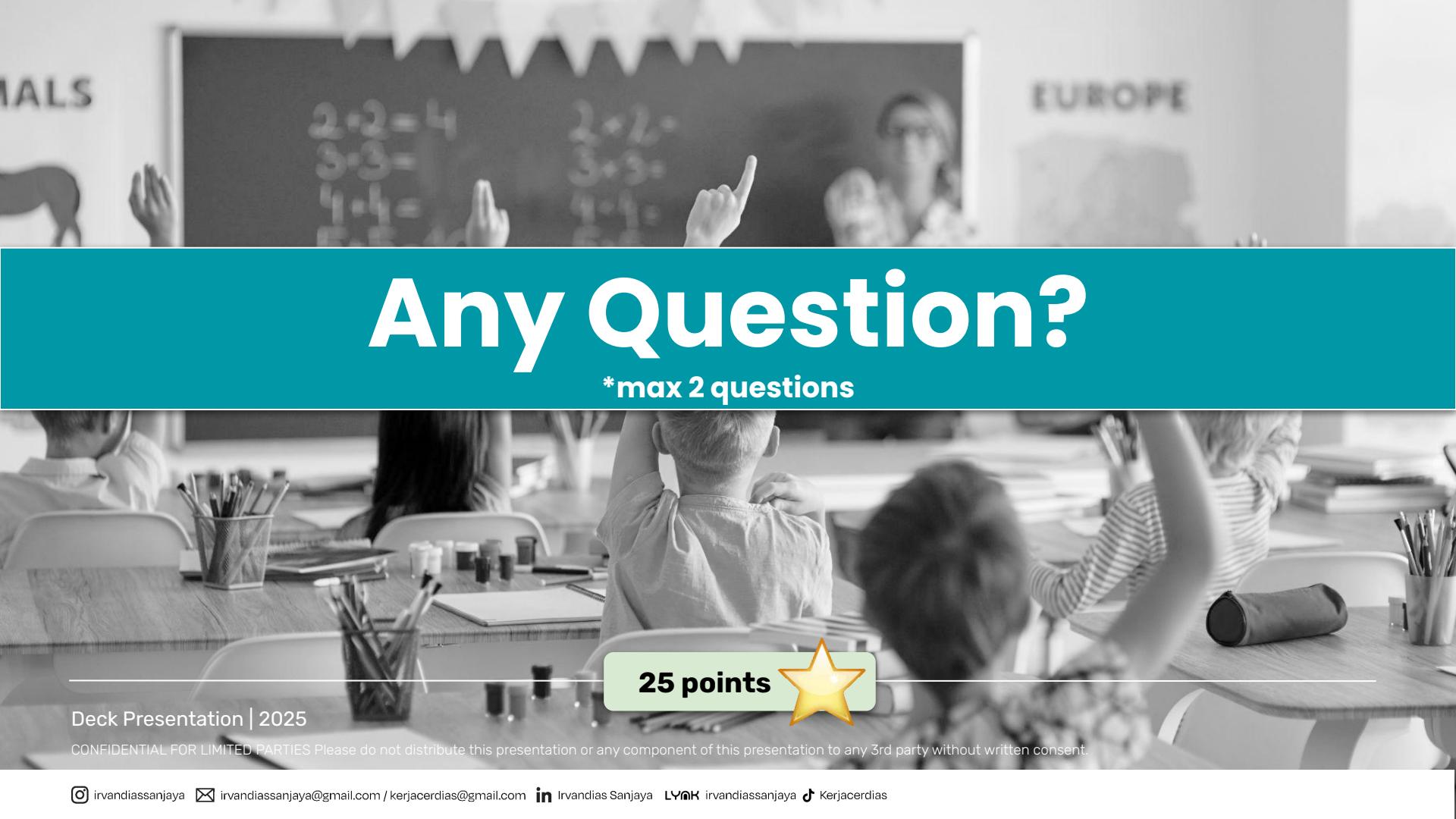
C. Reflect on the interview, update your resume & apply again

D. Ignore all job-related emails for a week

👉 Being proactive means you **own your response**, even when things go wrong. Instead of blaming or reacting, you take charge of your attitude and actions!

10 points





Any Question?

*max 2 questions

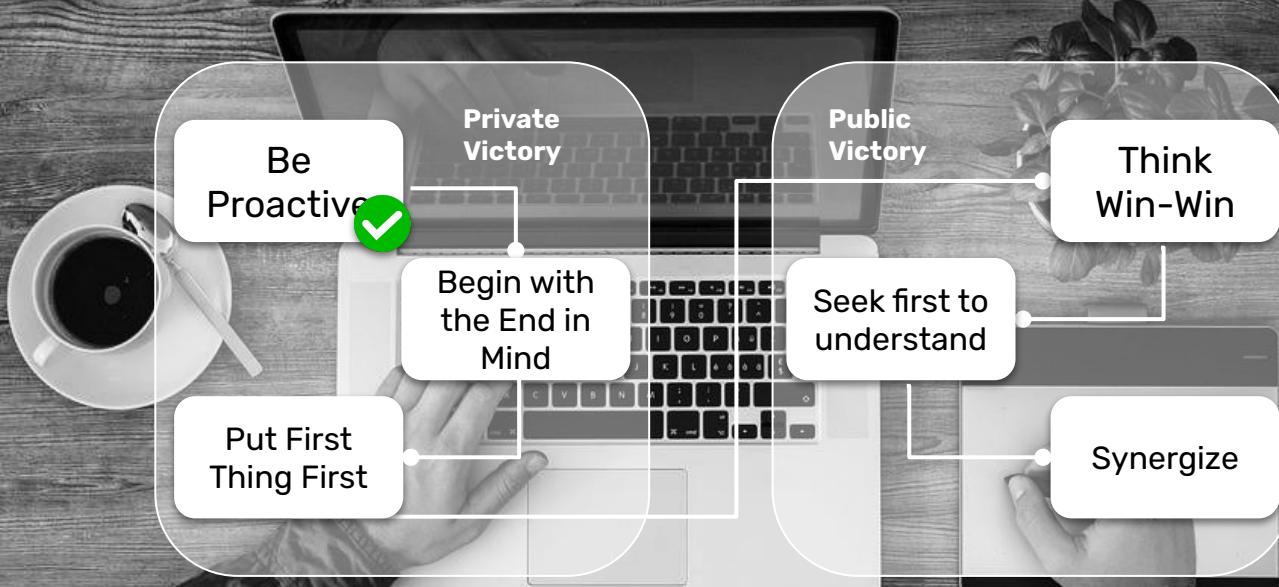
25 points



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Today's Discussion



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Habit #2: Begin with the End in Mind

Defining your Destination

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Let's discuss!

Have you ever think
about being
remembered?

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Let's discuss!

How do you want to be remembered?

10 points



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Let's discuss!

Why does it
matter?

10 points



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Let's discuss!

Do you know the
difference between
Dream and Goals?

10 points



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Dream is
abstract & general 
Goals have a
concrete & realistic 
way to be achieved

Which one is **dream**? Which one is **goals**?

I want to be successful and make an impact in my field.



I will apply to 10 companies in the next 2 weeks and aim to land a role in a communications agency by October.



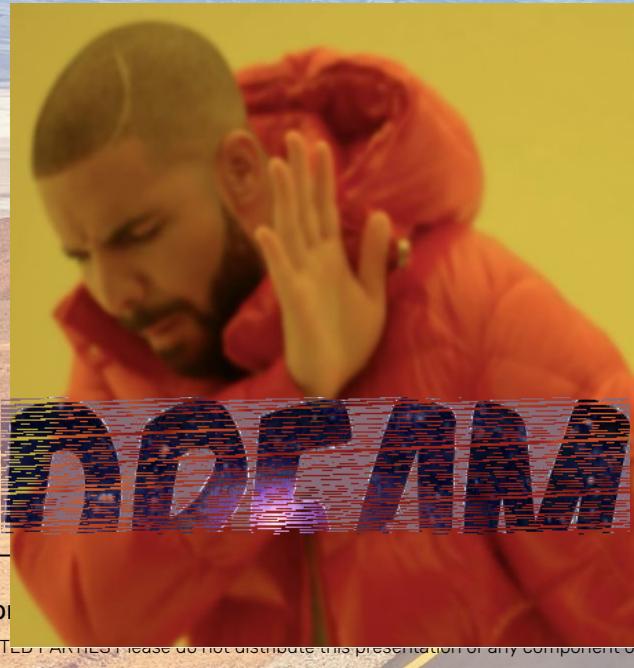
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Which one is **dream**? Which one is **goals**?

I want to work abroad and live in a different country.

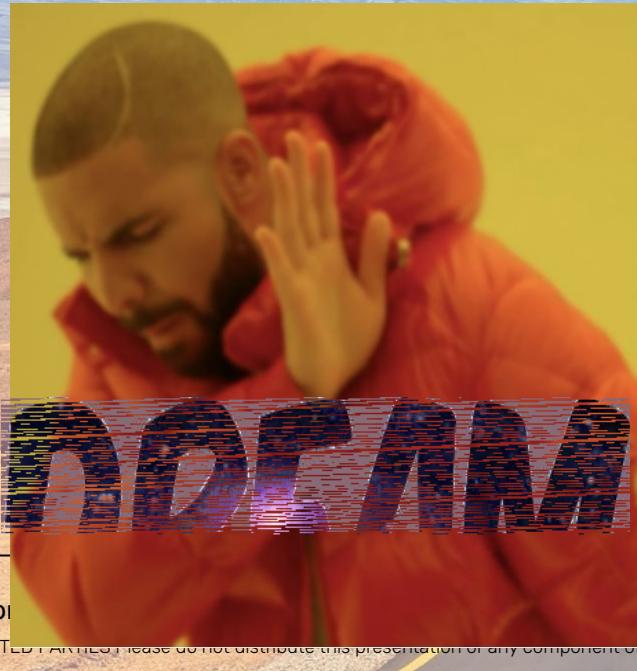
I will enroll in an online IELTS course this month and take the test in September to prepare for job applications abroad.



Which one is **dream**? Which one is **goals**?

I want to be financially independent.

I will save 30% of my first salary every month and track my expenses weekly.

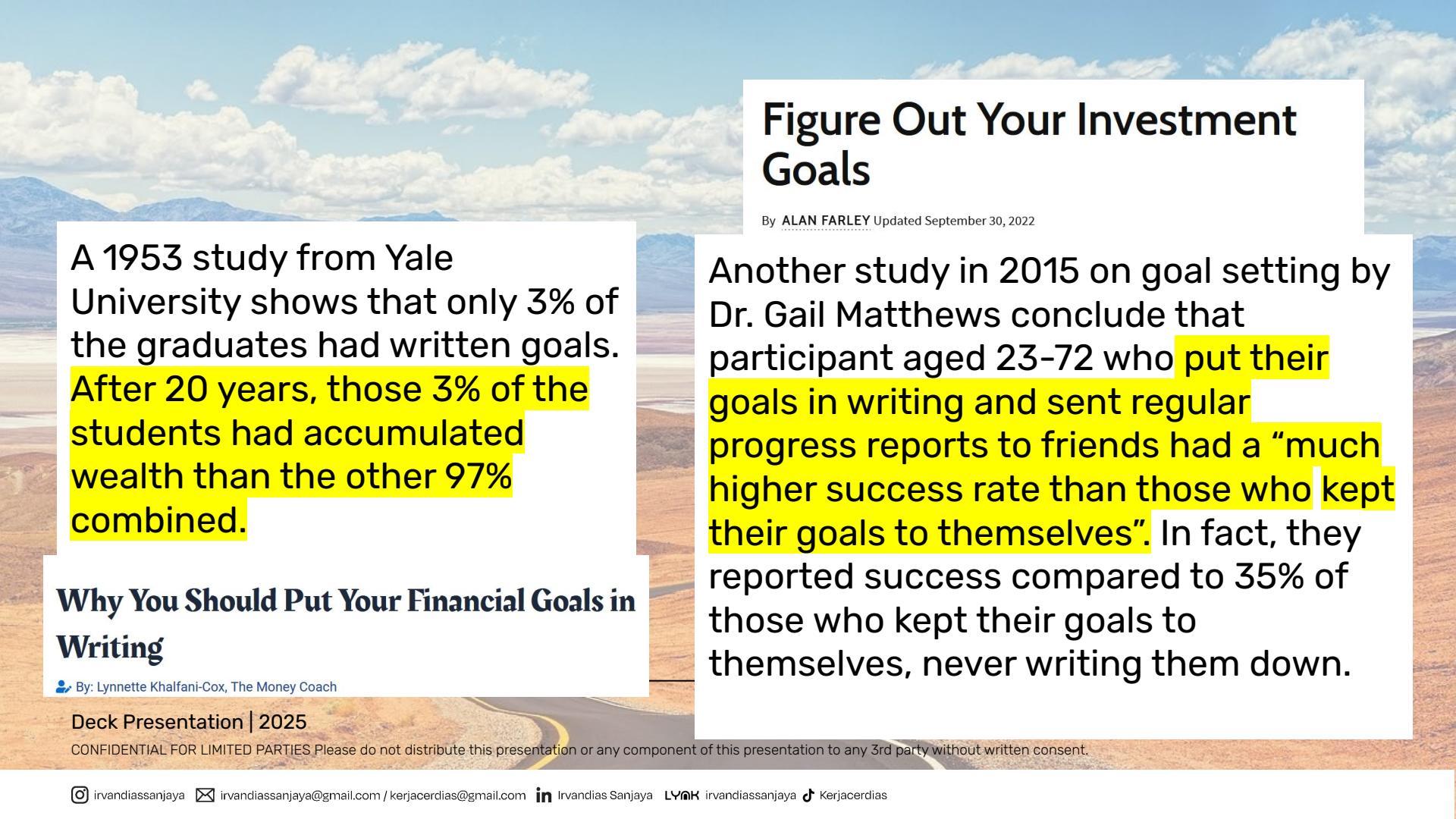




How do we define our goals?
Use **SMART** goals framework!

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A 1953 study from Yale University shows that only 3% of the graduates had written goals. After 20 years, those 3% of the students had accumulated wealth than the other 97% combined.

Why You Should Put Your Financial Goals in Writing

By Lynnette Khalfani-Cox, The Money Coach

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Figure Out Your Investment Goals

By ALAN FARLEY Updated September 30, 2022

Another study in 2015 on goal setting by Dr. Gail Matthews conclude that participant aged 23-72 who put their goals in writing and sent regular progress reports to friends had a “much higher success rate than those who kept their goals to themselves”. In fact, they reported success compared to 35% of those who kept their goals to themselves, never writing them down.

Figure Out Your Investment Goals

By ALAN FARLEY Updated September 30, 2022

Another study in 2015 on goal setting by

Dr. Gail Ma...

Fact checked by

KATRINA MUNICHIELLO

Higher suc...

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A 1953 study from Yale

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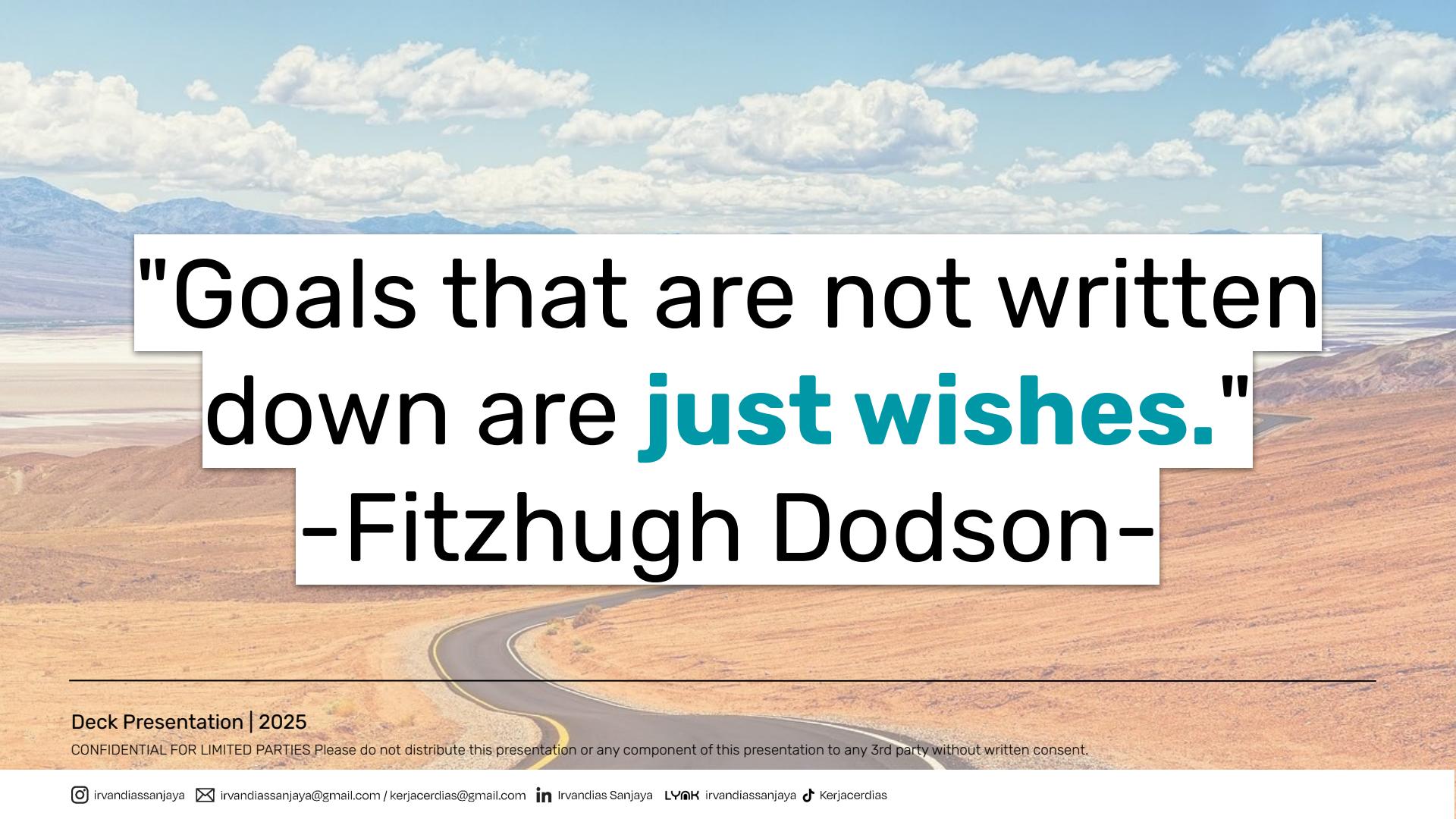
Written down your goals increase the success rate of its accomplishment

Why You Should Put Your Financial Goals in Writing

By Lynnette Khalfani-Cox, The Money Coach

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"Goals that are not written down are **just wishes.**"
-Fitzhugh Dodson-

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What if your goal became
clearer just by asking the
right question?

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Did you Know?

Kemampuan Public Speaking Orang Indonesia Masih Rendah Dibanding Negara Lain

Kemampuan rata-rata masyarakat Indonesia dinilai masih rendah dalam berkomunikasi di depan umum dibandingkan dengan negara-negara lain, meskipun kemampuan itu terus meningkat.

 John Andhi Oktaveri - Bisnis.com
Rabu, 23 Desember 2015 | 14:01

Share      

Kemampuan Public Speaking Jadi Masalah Baru untuk Generasi Muda

Tayang: Rabu, 15 Februari 2023 02:13 WIB

Penulis: Fauzi Nur Alamsyah
Editor: Wahyu Gilang Putranto

Public Speaking masih menjadi hal **penting** untuk Fresh Graduate

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Social Media Specialist: Prospek Kerja yang Menjanjikan

 22 Februari 2021  Oleh: Admin Pusat  SHARE

Sosial Media Spesialis, Profesi Menjanjikan buat Bisnis semakin Laris

 Anissacil | 18 Apr 2023

Posisi Social Media Specialist memiliki **prospek yang menjanjikan**



Let's break it down with the right question

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SMART Goals

Specific

Measurable

Achievable

Relevant

Time-Bound

Clear and detailed: What exactly do you want to achieve?

Example:

- I want to work as a **junior social media specialist**.
- I want to improve my communication skills for **public speaking**.
- I want to be smart
- I want to be kind

SMART Goals

Specific

Measurable

Achievable

Relevant

Time-Bound

Can you **track your progress** or **know when it's done?**
(you need to know your starting point)

Example:

- I will apply to **5 job openings every week.**
- I will join **1 public speaking class** and attend **3 speaking events.**
- I want to be better at math
- I want to be good at English

SMART Goals

Specific

Measurable

Achievable

Relevant

Time-Bound

Is it **realistic for your current skills/time/resources?**

Example:

- I've taken social media and branding courses and **run a campus Instagram page.**
- I've **already spoken at 2 campus events** and want to improve further.
- I will study very hard until I prove I can be the best
- I will read a lot of books to improve my English

SMART Goals

Specific

Measurable

Achievable

Relevant

Time-Bound

Does this goal matter to you or **support your bigger goal?**

Example:

- I enjoy **content creation** and want to assist brand grow its online presence.
- Public communication is essential** for a career in public service.
- I want to learn advanced calculus because my cousin is good at it
- I want to advanced in English because my mother told me to do so

SMART Goals

Specific

Measurable

Achievable

Relevant

Time-Bound

Does it have a clear deadline or time frame?

Example:

- I aim to get hired within **2 months after graduation.**
- I will achieve this within the **Q4 2025.**
- I want to improve my math grade someday
- In the future, I want to advanced my English speaking skill

Composing the Final SMART Goals

Specific

I want to work as a junior social media specialist

Measurable

I will apply to 5 job openings every week

Achievable

I've taken social media and branding courses and run a campus Instagram page

Relevant

I enjoy content creation and want to help brands grow their online presence

Time-bound

I aim to get hired within 2 months after graduation

My Bigger Goals: I will become a junior social media specialist within 2 months by applying to 5 jobs per week and highlighting my campus content creation experience⁷¹

Composing the Final SMART Goals

Specific	I want to improve my communication skills for public speaking
Measurable	I will join 1 public speaking class and attend 3 speaking events
Achievable	I've already spoken at 2 campus events and want to improve further.
Relevant	Public communication is essential for a career in public service
Time-bound	I will achieve this within the next 6 week

My Bigger Goals: I will join 1 public speaking course and speak at 3 events within 6 weeks to improve my skills for public service



Reflection Time: Define your **SMART** Goals

Activity #2: Dear My Future Self

Aspects	Question	Individual
Career	What is one skill you want to improve? How will you know when you've truly improved in it?	
Personal	What's one habit or activity you want to build into your daily or weekly routine to take better care of yourself?	
Spiritual	What is one way you want to grow closer to your values, faith, or purpose — and how can you practice that regularly?	
S pecific	Clear and detailed: What exactly do you want to achieve?	
M easurable	Can you track your progress or know when it's done?	
A chievable	Is it realistic for your current skills/time/resources?	
R elevant	Does this goal matter to you or support your bigger goal?	
T ime-bound		

Activity #2: Dear My Future Self		Individual
		Academic
S pecific		
M easurable		
A chievable		
R elevant		
T ime-bound		

What will you do?

1. Open your worksheet activity #2
2. We provide some question you need to answer in 3 aspects
3. Think about the goals for your future self
4. Write your goals down to the provided sheet (we provide you 3 different pages, read it carefully)

Individual Pitching Time!

*max 2 presenter

50 points



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“Begin today with the **image of the end of your life** as your frame of reference by which **everything else is examined.**”

- Stephen Covey-

Let's Conquer the 7 Summit!



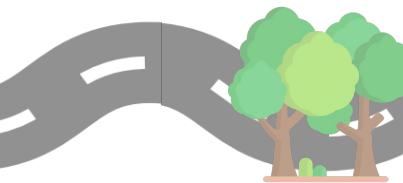
Take the 1st step



Catch the summit



Find the path together



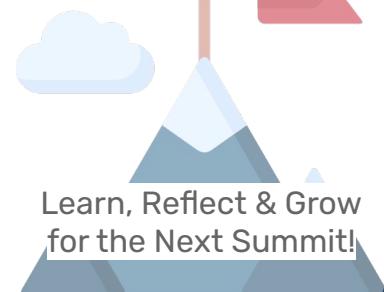
Plan the Route



Understand
the Partner

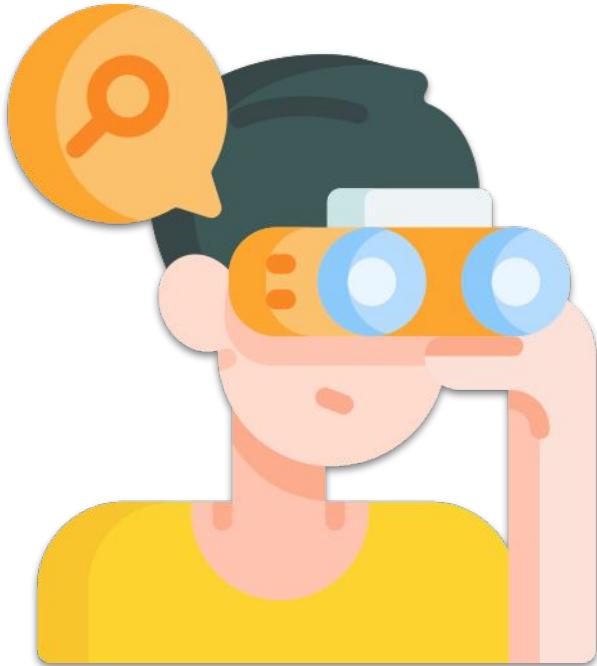


Synergize Together



Learn, Reflect & Grow
for the Next Summit!

Habit 2 Begin with the End in Mind: Key Takeaway



Route Badge

Catch the Summit

Take a glimpse of your finish line,
planning the route & know how
you get there

As a first-jobber, what's an example of *beginning with the end in mind?*

A. Applying to any job that comes your way

B. Copying your friend's career path because it seems safer

C. Spending all day scrolling job listings without direction

D. Setting a goal to become a marketing manager in 5 years



As a first-jobber, what's an example of *beginning with the end in mind?*

A. Applying to any job that comes your way

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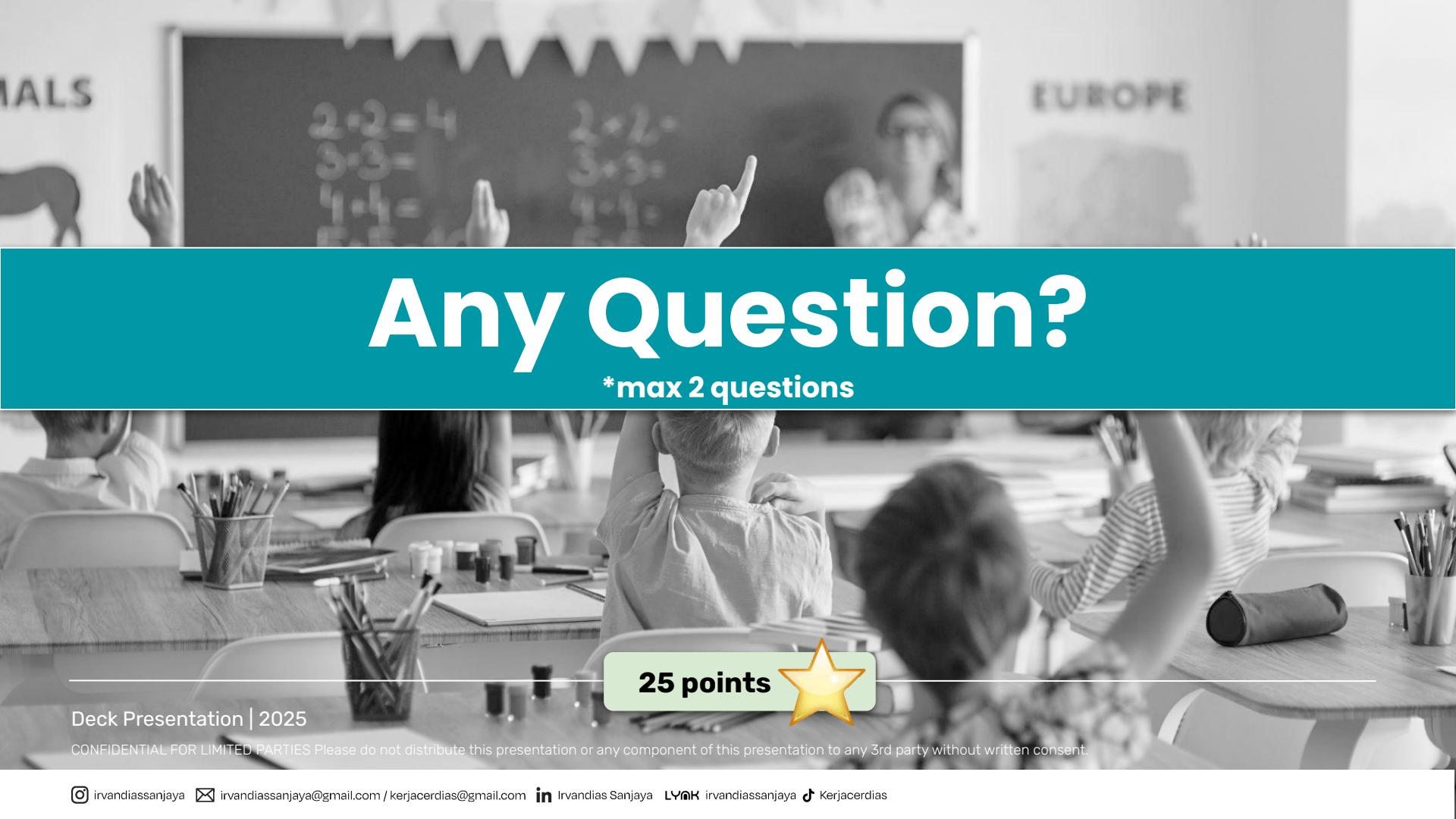
C. Spending all day scrolling job listings without direction

D. Setting a goal to become a marketing manager in 5 years

👉 This habit is all about **vision**. You define your destination first, then make choices that get you there. No more drifting – you live with purpose!

10 points





Any Question?

*max 2 questions

25 points



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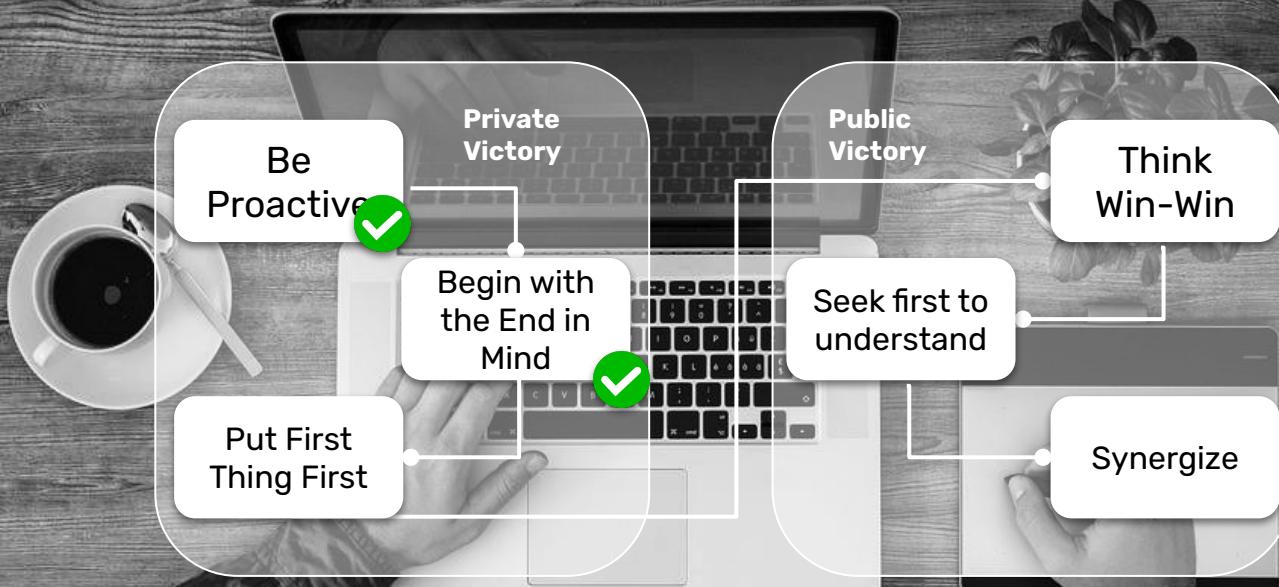
Break Time

⌚ 15 mins

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Today's Discussion



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The background of the slide features a photograph of several large, light-colored stones balanced on top of each other, creating a cairn-like structure. They are set against a backdrop of a bright blue sky with wispy white clouds.

Habit #3: Put First Thing First Prioritizing Your Priorities

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Let's discuss!

What tasks do you manage in a day?

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Let's manage your puzzle

Imagine you only have 1 day for all these choices

Baca buku

Apply kerja

Main game

Join Volunteer

Networking via Job Platform

Join kelas Bootcamp

Join komunitas

Belajar persiapan IELTS

Checkout Shopee

Join offline exhibition

Scrolling
TikTok

Upgrade ilmu via
YouTube

Tambah Project
untuk Portfolio

Streaming
Game

Internship

Nonton Drakor

Cek Harvard
Business Review

Reuni Jurusan

Cek Job Posting Rekruter

Let's manage your puzzle

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The Head

Internship

Cek Job Posting Rekruter

Apply kerja

Join Volunteer

Tambah Project untuk Portfolio

The Hands

Join komunitas

Reuni Jurusan

Stay connected with alumni

Networking via Job Platform

Join offline exhibition

The Legs

Main game

Streaming Game

Scrolling TikTok

Checkout Shopee

Nonton Drakor

Leisure

Let's discuss!

How do you manage your tasks?

10 points



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Discussion

Which task you **choose to do and **choose** not to do?**

Why?

10 points





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Anyone???

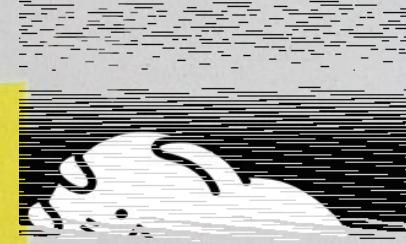


**Mobile Legend
Mabar**

**Update
Portfolio**

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Being Overwhelmed with your Tasks?

Define your task quadrant with
Eisenhower Matrix!

What do you know about Eisenhower Matrix

10 points



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Define Urgent & Important Tasks

Urgent

Important

Tasks that require **immediate attention** and they shout for your time.

- Preparing yourself for job interview tomorrow
- Finish & submit work application with the deadline tonight
- Fix your broken laptop before an online test tomorrow
- Sudden project group meeting in 1 hour

These tasks feel **pressing**, but may not help you reach your long-term goals.

Define Urgent & Important Tasks

Urgent

Important

Activities that **contribute to your long-term goals**, values, or personal growth.

- Updating your CV regularly
- Learning new skill to support your career
- Building your LinkedIn profile
- Do some research on the companies you want to work for

These tasks **matter deeply**, even if they don't need to be done *right now*.

Decide with Eisenhower Matrix

Urgent

Not Urgent

Important

To do!

Not Important

Do it **NOW**

PLAN & Schedule

DELEGATE or
minimize

DELETE or limit

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Decide with Eisenhower Matrix

Urgent

Not Urgent

Important

Prepare and submit a job application with a deadline **tomorrow**

Not Important

Replying instantly to every non-work-related message

Take an online course to improve your skills (e.g., Excel, design, coding)

Excessive TikTok, Endless Instagram Scrolling

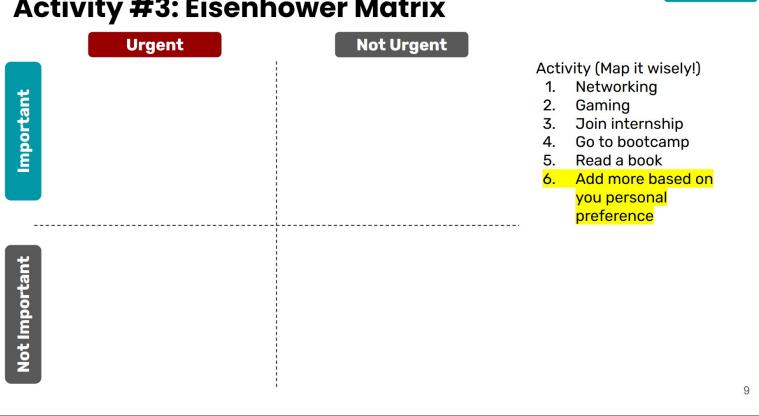
Reflection Time:

Map your Task & Listed Activity in 4 Quadrant



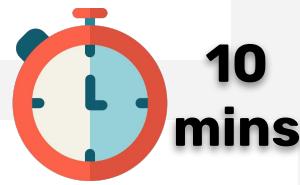
Activity #3: Eisenhower Matrix

Individual



What will you do?

1. Open your [worksheet activity #3](#)
2. We provide some listed activity you need to map into Eisenhower Matrix
3. After map the list, add, map & write your own activity so you get the overview what activity deserves to prioritize & what's not





Individual Pitching Time!

*max 2 questions

50 points



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**Seems like you've mastered on
choosing priority, right?**

You know what?

It's never that simple!

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Before you make your priorities,
You'll meet **distractions**, such as...

Binge watching
YouTube or Netflix

Constantly
checking social
media



Overthinking
small gossip
or drama

Attending every social
event just to fit in



Saying "yes" to too
many small tasks or
group chats



Playing game before
finishing project
portfolio



Big Rocks vs Small Rocks

Analogy

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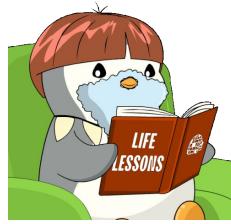


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What did you get from the previous video?



So, what are your “Big Rocks”?



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Reflection Time: Map your Big & Small Rocks



Activity #4: What are your big & small rocks?

Individual

Big Rocks

Small Rocks

What will you do?

1. Open your [worksheet activity #4](#)
2. Think about your most important activity & what will be the distraction
3. Map it as “Big Rock” and “Small Rock”, write it down to your worksheet



Individual Pitching Time!

*max 2 questions

50 points



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"The key is **not to prioritize** what's on your schedule, but to **schedule your priorities.**"

- **Stephen Covey-**

Let's Conquer the 7 Summit!



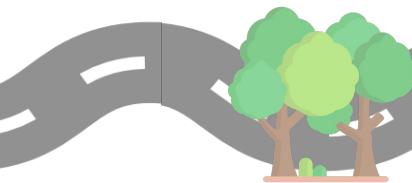
Take the 1st step



Catch the summit



Find the path together



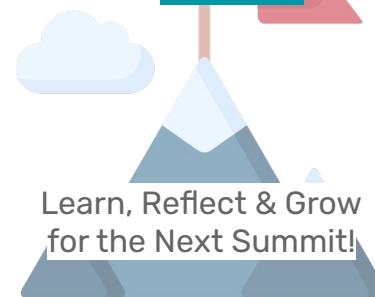
Plan the Route



Understand
the Partner



Synergize Together



Learn, Reflect & Grow
for the Next Summit!

Habit 3 Put First Thing First: Key Takeaway



Choose the Route



Compass Badge

Prioritize which route you want to take & ignore the distraction along the way

You've been invited to a party tonight, but you also have an interview early tomorrow.
What's the *Habit 3-aligned* decision?

A. Go to the party, it might be your last chance to hang out

B. Skip the party and prep for the interview

C. Go out but promise yourself you'll wake up early

D. Cancel the interview, because it's too stressful



You've been invited to a party tonight, but you also have an interview early tomorrow. What's the *Habit 3-aligned* decision?

A. Go to the party, it might be your last chance to hang out

B. Skip the party and prep for the interview

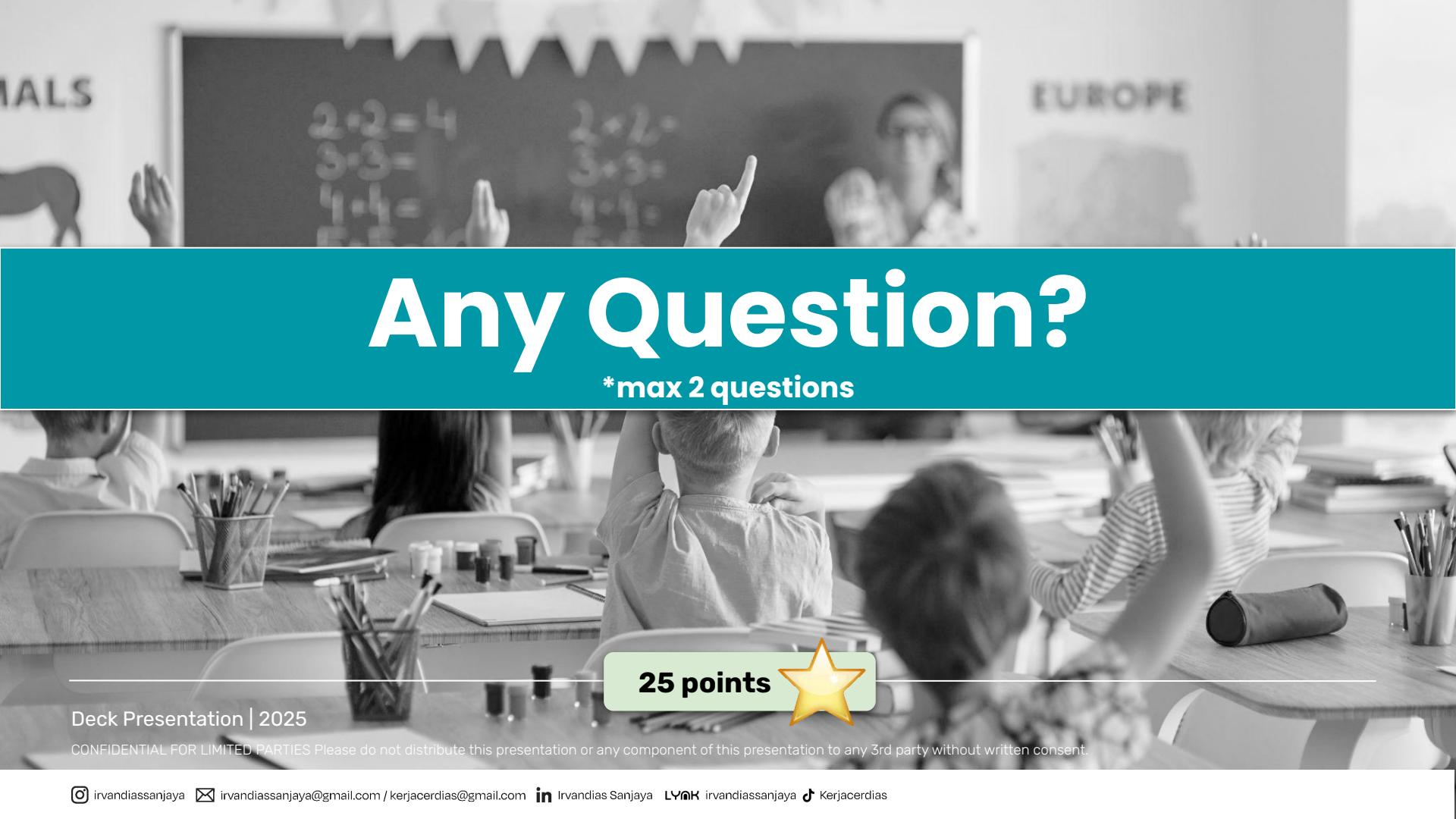
C. Go out but promise yourself you'll wake up early

D. Cancel the interview, because it's too stressful

👉 Habit 3 is about **prioritizing what matters most**, not what's most fun *right now*.
Do the important stuff first, and you'll earn your chill time.

10 points





Any Question?

*max 2 questions

25 points



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Final discussion!

You're in your final year of high school, and this week feels like **everything is happening at once**.

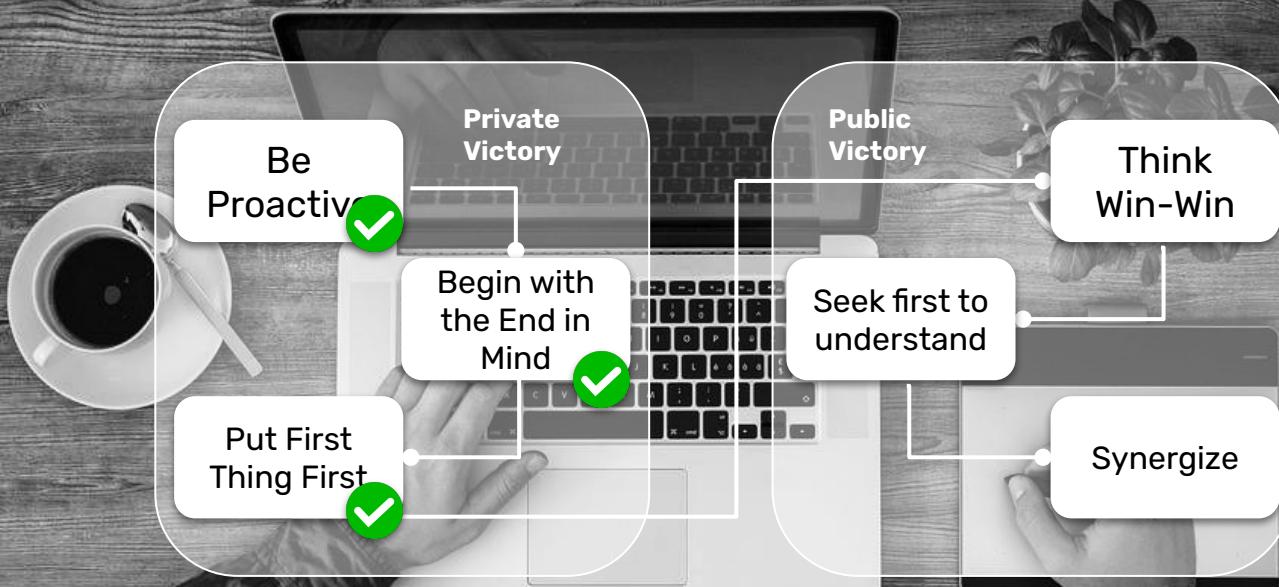
- You have a math test, an English essay due, and you're part of the committee for the school event.
- At the same time, your friends keep inviting you to hang out after school – and you *really* want to go.
- You also feel pressure from your parents to start preparing for your university entrance exam.
- You start feeling stressed, tired, and like you're losing control of your time and priorities.

What is your next action?

*note: Apply habit 1-3 to solve this problem!

!!Open your Worksheet: Activity #5!!

Today's Discussion



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1st Session Wrapped Up

What did you learn from Habits 1 to 3? (in 1 sentence)



35 points



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ISHOMA

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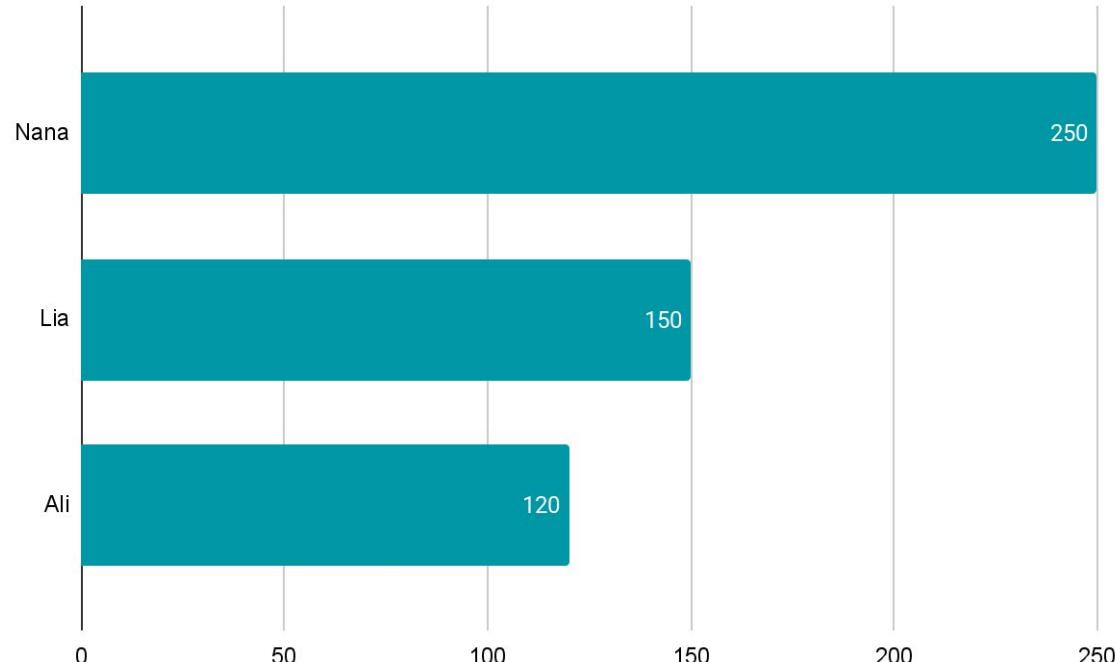


7 Habit of Highly Effective People

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Temporary Class Leaderboard



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Let's do Energizer Shall We?

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Silent Line-Up

Do **my instructions** without XXXXX

What's **your**
take after the **game**?



Habit #4: Think Win-Win

The Abundance Mentality

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Let's discuss!

Have you ever imagined
if there's no
colonialization?

10 points



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Both countries
get what they need ✓
No violence required ✓
Everything will be peaceful ✓



Let's meet: **Relationship Paradigm** ✓

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Relationship Paradigm

WIN

LOSE

WIN

We both win.
Let's find a **fair
solution.**

I win, you lose. I
get what I want.

LOSE

You win, I lose.
I'll give in to avoid
conflict

Nobody wins. If I
lose, you lose too.

Relationship Paradigm

WIN

LOSE

WIN

You and a teammate split tasks based on your strengths

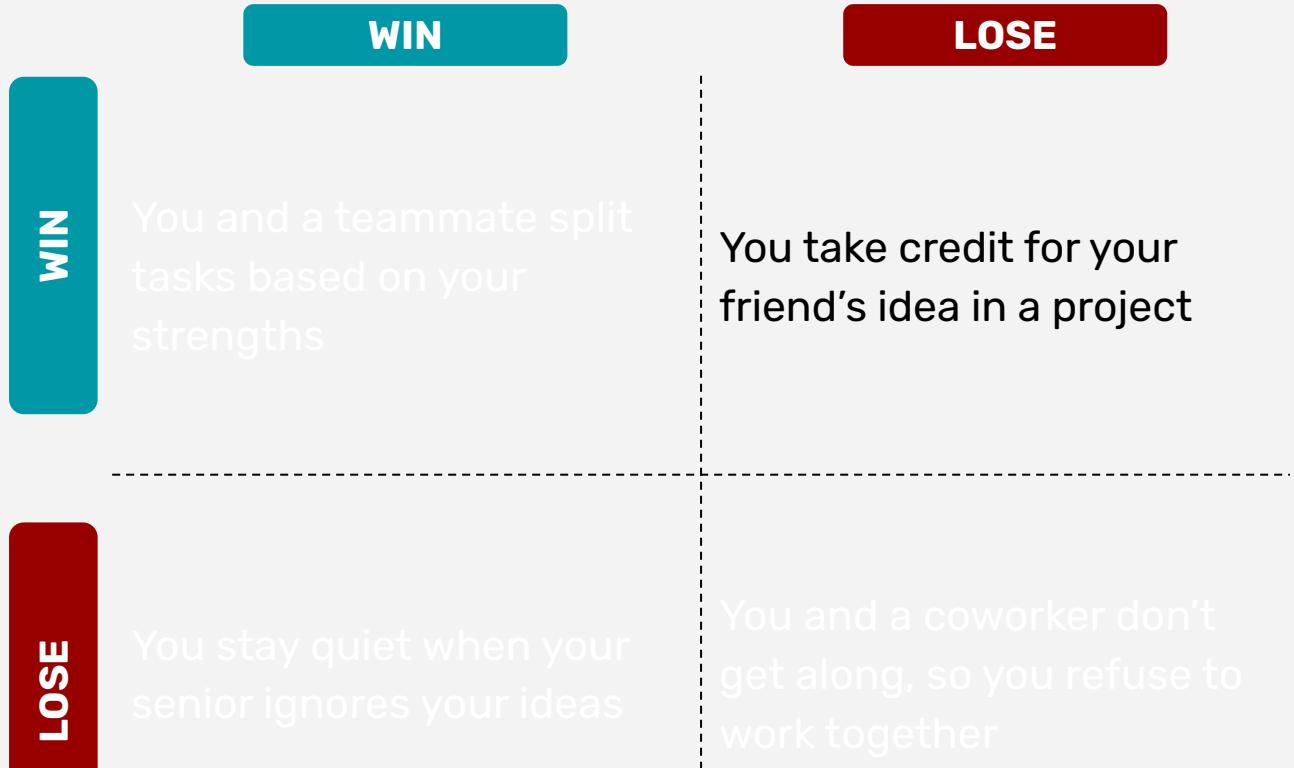
You take credit for your friend's idea in a project

LOSE

You stay quiet when your senior ignores your ideas

You and a coworker don't get along, so you refuse to work together

Relationship Paradigm



Relationship Paradigm

WIN

LOSE

WIN

You and a teammate split tasks based on your strengths

You take credit for your friend's idea in a project

LOSE

You stay quiet when your senior ignores your ideas

You and a coworker don't get along, so you refuse to work together

Relationship Paradigm



Why this matter?

Your **relationship paradigm shapes your behavior**.

- If you believe everyone is a rival (Win-Lose), you may act defensively or selfishly.
- If you see relationships as **collaborations** (Win-Win), you'll act with trust, respect, and creativity.

How to Shift Toward a Win-Win Paradigm

1. **Believe in abundance:** There's enough success for everyone.
2. **Respect yourself and others:** Win-Win means **courage + consideration.**
3. **Look for mutual benefit:** "How can we both get what we need?"



Quiz Time

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Quiz Time:

Think About Win & Lose Scenario with Your Team



Group Cases Activity #5

Case 1	Case 2
You and your teammate worked together on a company pitch. When the manager asks who led the idea, your teammate claims full credit—even though you contributed equally.	Your client gives feedback that goes against your team's strategy. Your team agrees silently to follow it, even though it might weaken the project—just to avoid conflict.

What would you do? What is this? What would a win look like?

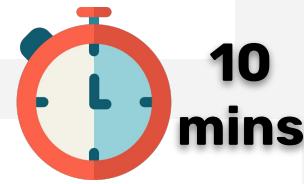
Activity #5

Your answer

12

What will you do?

1. Open your [worksheet activity #5](#)
2. Every group has its own case & question, **read it carefully**
3. Discuss with your team about the question & answer
4. Write it down to the provided worksheet





Quiz Time:

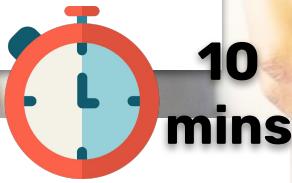
CASE 1

You and your teammate worked together on a company pitch. When the manager asks who led the idea, your teammate claims full credit—even though you contributed equally.

What would you do? What relationship paradigm is this? What would a win-win response look like?

!!Open your Worksheet: Activity #5!!

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Quiz Time:

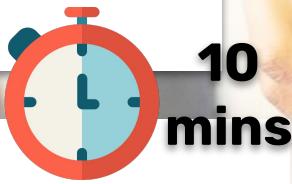
CASE 2

Your client gives feedback that goes against your team's strategy. Your team agrees silently to follow it, even though it might weaken the project—just to avoid conflict.

Is this a healthy compromise? How would you handle this to honor both the client and your team's integrity?

!!Open your Worksheet: Activity #5!!

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Quiz Time:

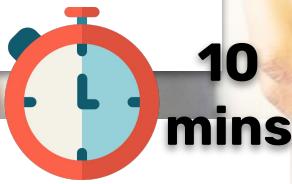
CASE 3

You were hoping for a promotion, but it went to a colleague. Out of frustration, you withdraw from team support and focus only on your tasks.

How might this affect relationships and results? How can you turn this into a learning or collaborative moment instead?

!!Open your Worksheet: Activity #5!!

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Quiz Time:

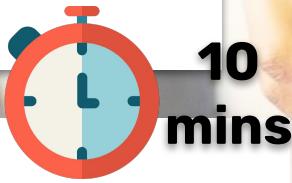
CASE 4

In a new project, you notice that you're doing most of the work, while another team member is not contributing as much—but still taking credit.

How can you address this respectfully? How do you create a solution that works for both of you and maintains a good working relationship?

!!Open your Worksheet: Activity #5!!

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Pitching Time!

50 points



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**Have you ever wonder why win or lose
over a discussion can trigger yourself
on feeling better or even
bigger inconvenience?**

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Please Welcome: Emotional Bank Account

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What is the Emotional Bank Account?

It's a **metaphor** for the amount of **trust** and **emotional safety** you have in a relationship. Just like a real bank account, you can:

- **Make deposits** → Build trust
- **Make withdrawals** → Damage trust

The more deposits you make, the **stronger and healthier** the relationship becomes. Too many withdrawals? The relationship becomes **tense, distant, or even broken**.

6 Major Emotional Deposit

Understand the individual

Learn what matters to them. Listen to their story.

Keep commitments

If you say you'll help, follow through

Clarify expectation

Avoid assumptions—be honest about what's needed.

Show personal integrity

Be kind even when it's hard. Stand up for them.

Apologize sincerely when you make a withdrawal

Does it have a clear deadline or time frame?

Be loyal to the absent

Don't gossip or talk behind their back.

Emotional Bank Account Concept



Do **positive** things = **deposit**



Do **negative** things = **withdrawals**

You arrive late to a team meeting without apologizing or giving a reason.



Deposit

Withdrawal

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After a coffee chat with a mentor, you send a thoughtful thank-you email, mentioning a key insight you gained



You proactively ask for feedback after completing a task and show that you are open to improvement



Deposit

Withdrawal

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You spam multiple emails to the recruiter asking for updates aggressively

Deposit

Withdrawal

You take credit for an idea that wasn't originally yours

Deposit

Withdrawal

This habit is all about how we **approach relationships, teamwork, conflict, and cooperation.**

- Stephen Covey-

Let's Conquer the 7 Summit!



Take the 1st step



Catch the summit



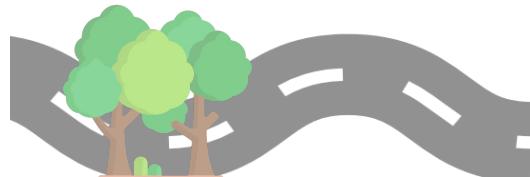
**Find the path
together**



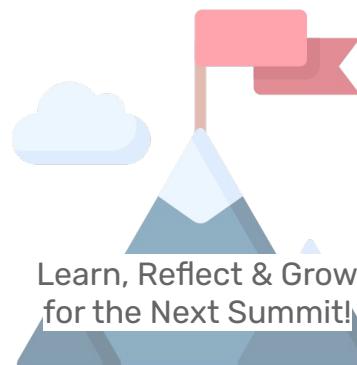
Plan the Route



Understand
the Partner



Synergize Together



Learn, Reflect & Grow
for the Next Summit!

Habit 4 Think Win-Win: Key Takeaway



**Find the Path
Together**



Group Badge

Choose your network, friend, or partner to arrive faster and conquer the summit!

You and a friend both want to apply for the same internship. What's the *win-win* approach?

A. Keep your plans secret and try to outdo them

B. Convince them not to apply so you have a better chance

C. Agree to both apply and help each other improve

D. Drop out of the application so they can win



You and a friend both want to apply for the same internship. What's the *win-win* approach?

A. Keep your plans secret and try to outdo them

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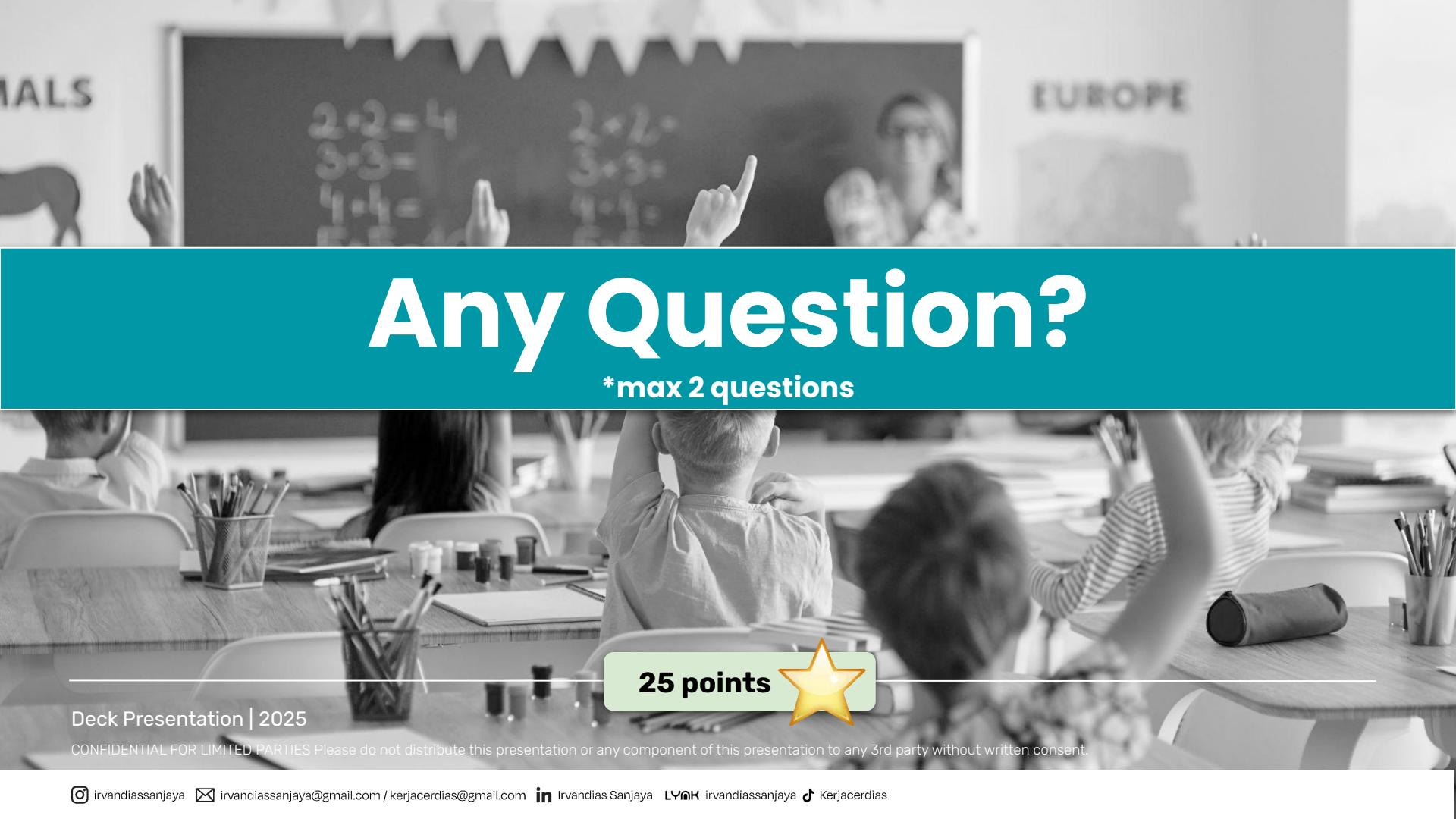
C. Agree to both apply and help each other improve

D. Drop out of the application so they can win

👉 Win-Win means **both people feel good about the outcome**. You're not competing – you're creating solutions that work for everyone.

10 points





Any Question?

*max 2 questions

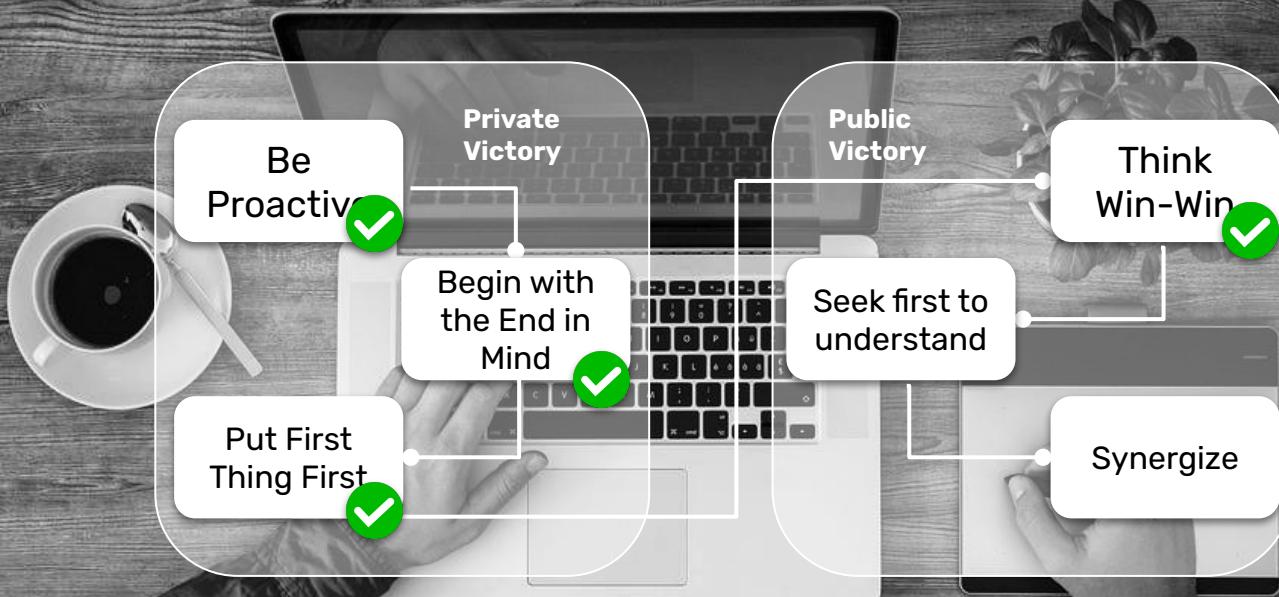
25 points



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Today's Discussion



Sharpen the Saw

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Habit #5: Seek First to Understand, then to be Understood

Empathetic Communication

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When was the last time you communicate with your mentor?

10 points



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**When was the last
time you
Communicate with
your colleagues?**

10 points





**Not just
Communicate, but
really listen to other?**

Listen ≠ hear

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Our Expectation

Didengerin



Emotionally supported

Nyaman

Aman

Lega

Relax

Realitanya...

Adu nasib



Makin
pusing

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**Stop adu nasib,
let start empathetic
listening**

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Empathetic Listening vs Hear that intent to Reply

Give full attention

Listen with your **ears, eyes, and heart**

Try to **feel what they feel**

Don't judge, interrupt, or try to "fix" them right away

Empathetic listening is about **truly** understanding the other person's feelings, thoughts, and perspective.

The goal is to connect, not correct.

Interrupt or talk over someone

Focus on your own story, advice, or opinion

Can't remember what the other person said

You respond with "Yeah, but..." or "Me too!" too quickly

Listening with the intent to reply means you're hearing words but already preparing your response.

Your focus shifts to **what you'll say next.**

De

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Empathetic Listening



Speaker:

"I'm getting really anxious lately. I've applied to so many companies but haven't heard back from any. It makes me feel like maybe I'm not good enough."



Listener (paraphrase):

"That sounds really tough, Aini. You've been putting in so much effort and not getting any response must feel discouraging. What's been the hardest part for you?"

Listen that intent to Reply



Speaker:

“I'm getting really anxious lately. I've applied to so many companies but haven't heard back from any. It makes me feel like maybe I'm not good enough.”



Listener (Reply-Driven Response):

“Ah, yeah, job searching is hard. When I was looking, I just applied to 50 jobs in one week and finally got one. You should do that too.”

Empathetic Listening vs Listen that intent to Reply

Give

Listen

Try to

Don't
right

Which one do you use the most?

10 points



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“Here’s what I think you should do”

**Empathetic
Listening**

**Listen that
intent to reply**

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Patient and present

Empathetic
Listening

Listen that
intent to reply

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A photograph of a man and a woman sitting on a white blanket in a park. They are both looking at their laptops. The man is wearing a blue jacket and jeans, and the woman is wearing a light-colored top and jeans. The background is blurred green trees.

Rushed and self-focused

**Empathetic
Listening**

**Listen that
intent to reply**

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A photograph of three people sitting on a white blanket in a park-like setting. Two individuals are in the foreground, looking at their laptops. A third person is visible behind them. The background is a blurred green landscape.

Helps others feel safe

**Empathetic
Listening**

**Listen that
intent to reply**

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A photograph of a man and a woman sitting on a blanket in a park-like setting. They are both smiling and looking towards a laptop screen between them.

Often

shuts down & sharing

**Empathetic
Listening**

**Listen that
intent to reply**

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Active Listening Technique

Paraphrasing

Restate what the speaker said using your own words, to show you understand.

Example:

 **Speaker:**

"I majored in Accounting, but lately I've been thinking maybe I want to work in the creative industry instead. I'm just confused."

Clarifying

 **Listener (Paraphrasing):**

"So you're feeling torn because you studied Accounting, but now you're considering a more creative path like design or marketing?"

Summarizing

 This shows you heard the emotion and trying to understand, not just respond.

Active Listening Technique

Paraphrasing

Clarifying

Summarizing

Ask questions to remove confusion or dig deeper.

Example:

 **Speaker:**

"I majored in Accounting, but lately I've been thinking maybe I want to work in the creative industry instead. I'm just confused."

 **Listener (Clarifying):**

"When you say 'creative industry,' do you mean you want to change fields completely, or are you thinking of using your accounting skills in a more creative company?"

 Clarifying helps remove assumptions and invites the speaker to explain more.

Active Listening Technique

Paraphrasing

Clarifying

Summarizing

Briefly repeat the main points of what was said.

Example:

 **Speaker:**

"I majored in Accounting, but lately I've been thinking maybe I want to work in the creative industry instead. I'm just confused."

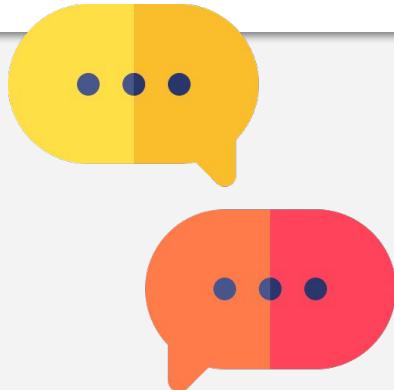
 **Listener (Summarizing):**

"So it sounds like you're exploring a new direction, but you're afraid of wasting your degree. You'd feel more confident if you could find a way to connect your current skills with a more creative job. Is that right?"

 Summarizing shows that you were fully present and gives the speaker a chance to feel heard and validated.

**Reflection Time:
Let's Team Up!**

Partner Up - Listen & Reflect

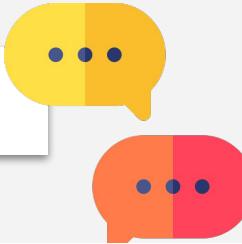


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!!Open your Worksheet: Activity #6!!

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Partner Up - Listen & Reflect



Reflection Time:
Let's Team Up!

What will you do?

1. Pair Up → choose your partner & decide who will be the speaker & listener in order
2. Share a Real Story (**3 mins each**) → the speaker will share their story, while the listener must remain silent, give full attention (eye contact, nodding), and not interrupt
3. Listener Practices Active Listening (Paraphrasing, clarifying, summarizing) (during 3 mins)
4. Switch role
5. Reflect Together (**2 mins**)

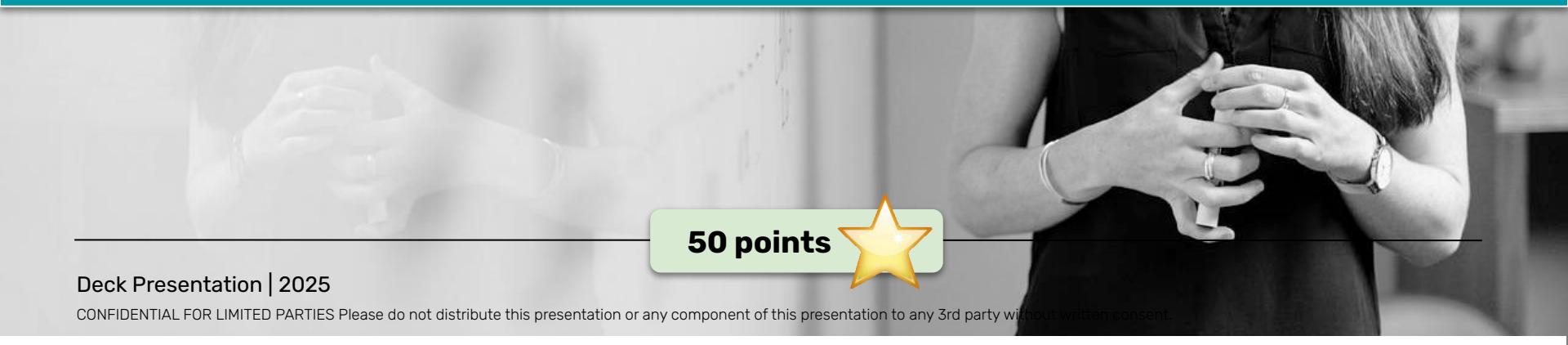
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!!Open your Worksheet: Activity #6!!

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Pitching Time! (You & Your Partner)



50 points



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"Most people do not listen with the
intent to understand; they listen with
the **intent to reply.**"

- Stephen Covey-

Let's Conquer the 7 Summit!



Take the 1st step



Catch the summit



Find the path
together



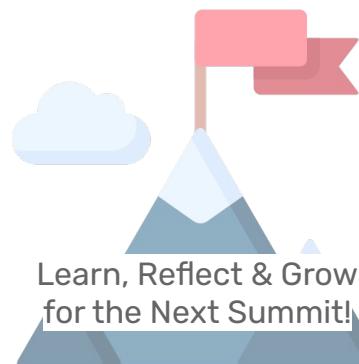
Plan the Route



Understand
the Partner

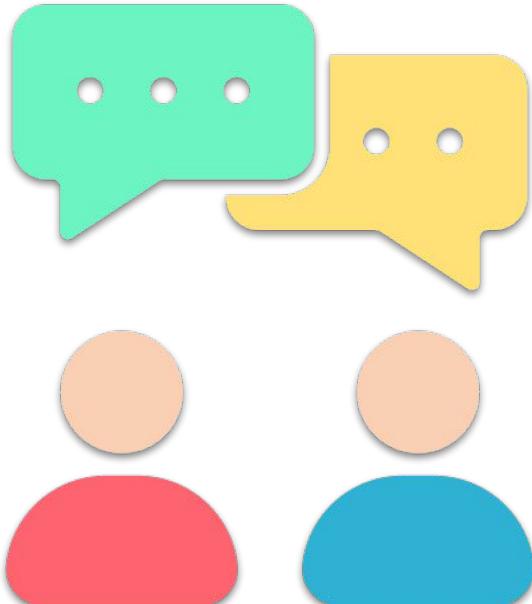


Synergize Together



Learn, Reflect & Grow
for the Next Summit!

Habit 5 Seek first to understand: Key Takeaway



**Understand the
Partner**



Empathy Badge

Not only understand the other,
but also understand yourself
during the process

During a team meeting, a senior colleague criticizes your idea. What's a Habit 5 response?

A. Listen carefully to their feedback and ask clarifying questions

B. Interrupt and defend yourself immediately

C. Ignore their comment completely

D. Avoid speaking up in future meetings



During a team meeting, a senior colleague criticizes your idea. What's a Habit 5 response?

A. Listen carefully to their feedback and ask clarifying questions

B. Interrupt and defend yourself immediately

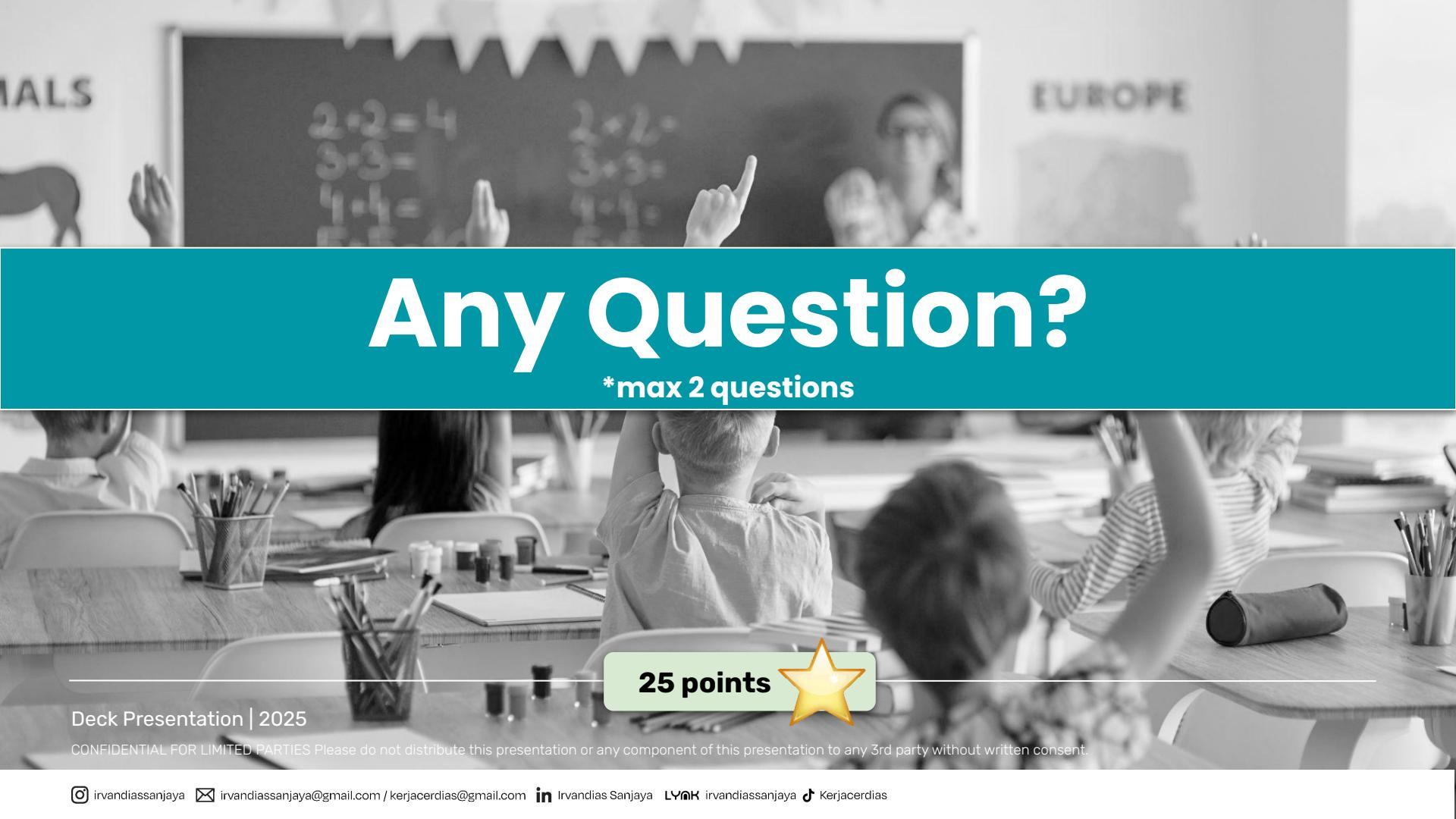
C. Ignore their comment completely

D. Avoid speaking up in future meetings

👉 Habit 5 is about **listening with empathy** before jumping in with your own thoughts. People want to feel *heard* before they'll hear you.

10 points





Any Question?

*max 2 questions

25 points



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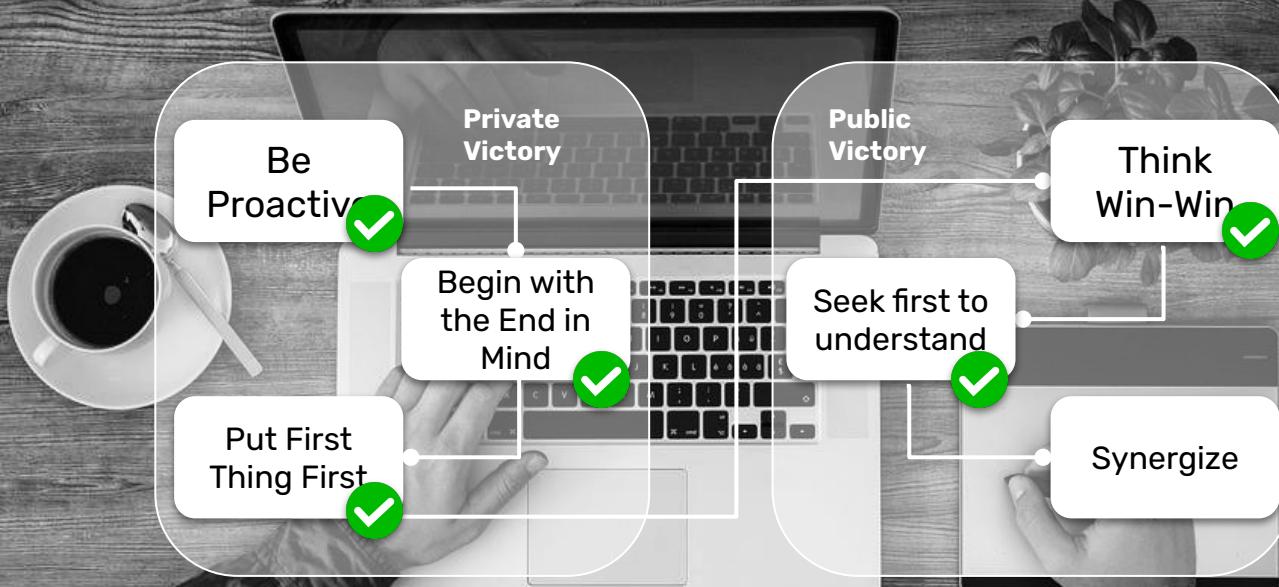
Break Time

⌚ 15 mins

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Today's Discussion



Sharpen the Saw

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Habit #6: Synergize The Power of Teamwork

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What's your opinion
about the people in
the furthest back?

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How about this?



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Imagine these boats are in a competition, who will arrive finish line first?

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When was the last time
you worked in a team and
achieve the targets?

10 points



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We call it as:
Synergy

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What is Synergy?

Synergy means that the **whole is greater than the sum of its parts.**

It's about **creative cooperation**, working together in a way that produces **better results** than anyone could achieve alone.

 *1 + 1 = 3... or more!*

Because when people **value differences**, they create new ideas, solutions, and outcomes no one could have produced alone.



Key Ingredients of Synergy

1. **Trust** → You must feel safe to share ideas, even if they're different or unusual.
2. **Respect for Differences** → Synergy happens when people appreciate others' strengths and perspectives.
3. **Open-Mindedness** → Instead of defending your idea, you listen and build together.
4. **Creative Problem-Solving** → You use everyone's ideas to come up with a *third alternative* – not “my way” or “your way,” but a **better way**.

Reflection: Synergy Reflection



Activity #7: Synergy Reflection

Your answer

Individual

Group Cases Activity #7

Group 1

Think of a time when synergy worked well in your life. What made it successful?

Group 2

What's one situation where synergy *could've helped*, but didn't happen?

Group 3

What's one way you can help your team/class/family synergize better?

Group 4

What's one strength or perspective you have that could help others if shared in a team setting?

What will you do?

1. Open your [worksheet activity #7](#)
2. This is an individual work, with the same case in a group
3. Read your reflection, answer it in provided sheet individually

1. Think of a time when synergy worked well in your life.
What made it successful?
2. What's one situation where synergy *could've helped*,
but didn't happen?
3. What's one way you can help your team/class/family
synergize better?
4. What's one strength or perspective you have that
could help others if shared in a team setting?

Pitching Time!

50 points



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What's the **first** thing to do & most important aspect on Synergy?

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BUT FIRST, Respect each other!

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YES,
All of us are different

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YES, All of us are **different**



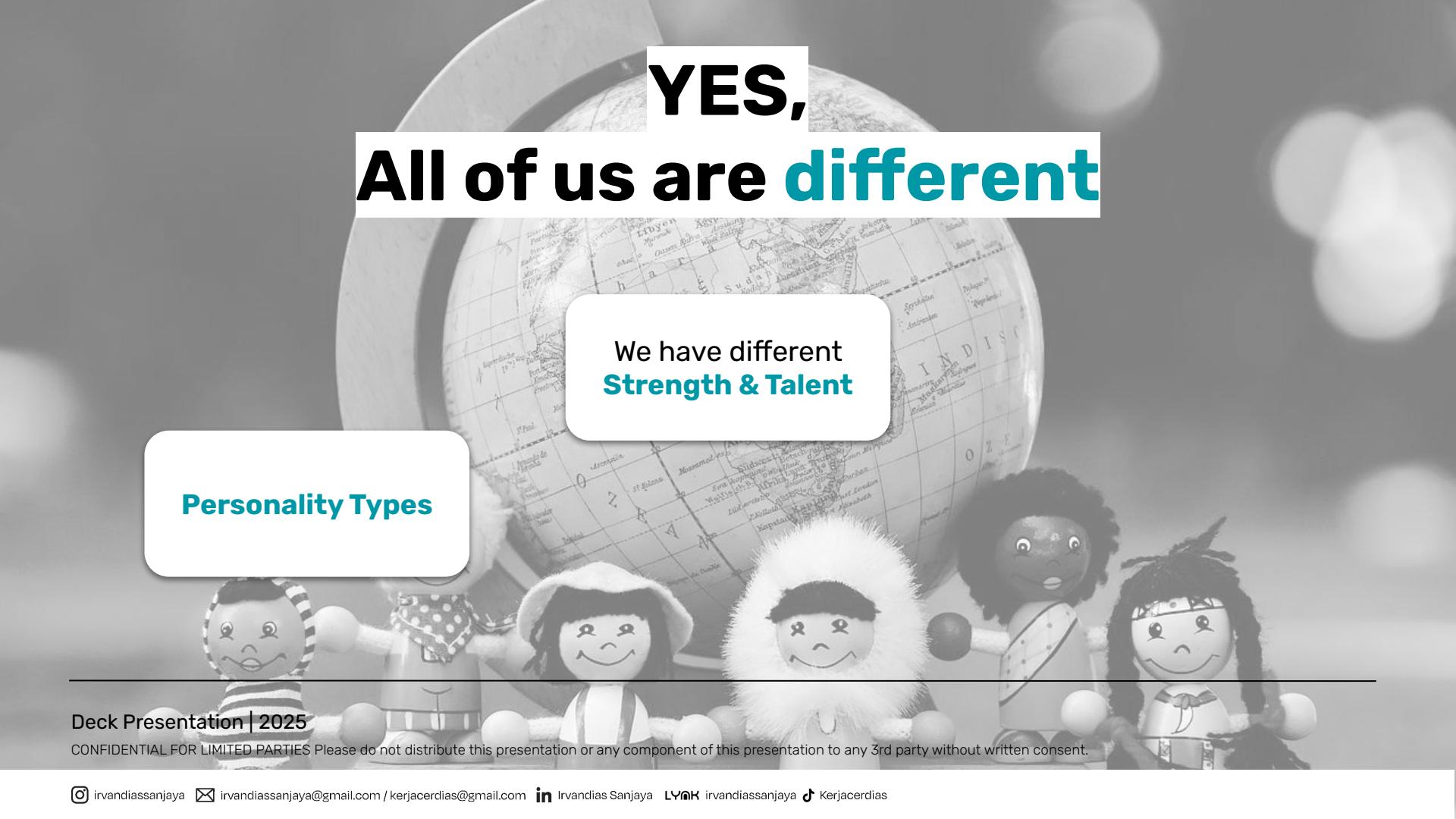
We have different
Personality Types



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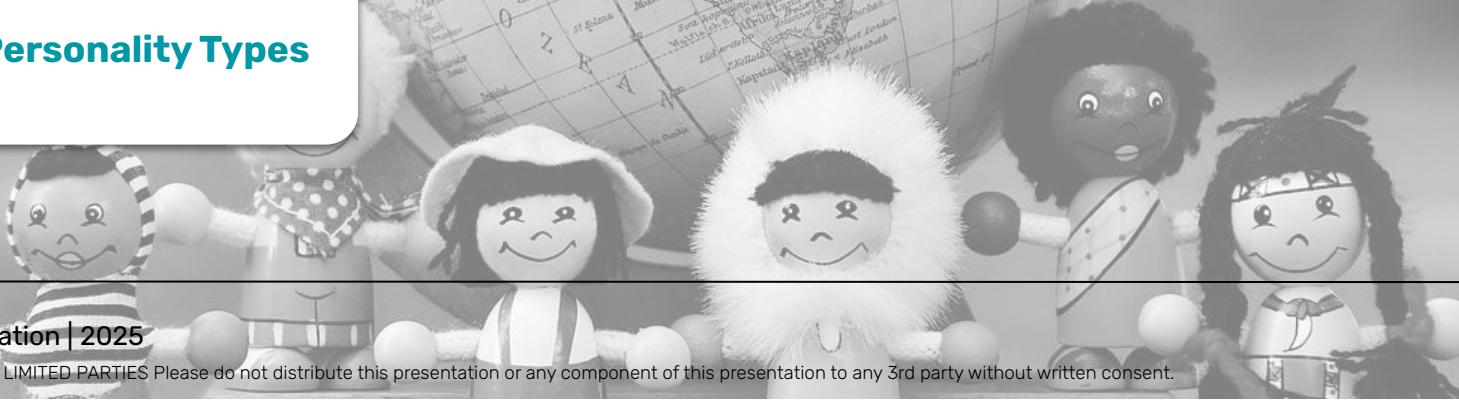
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YES, All of us are **different**



We have different
Strength & Talent

Personality Types



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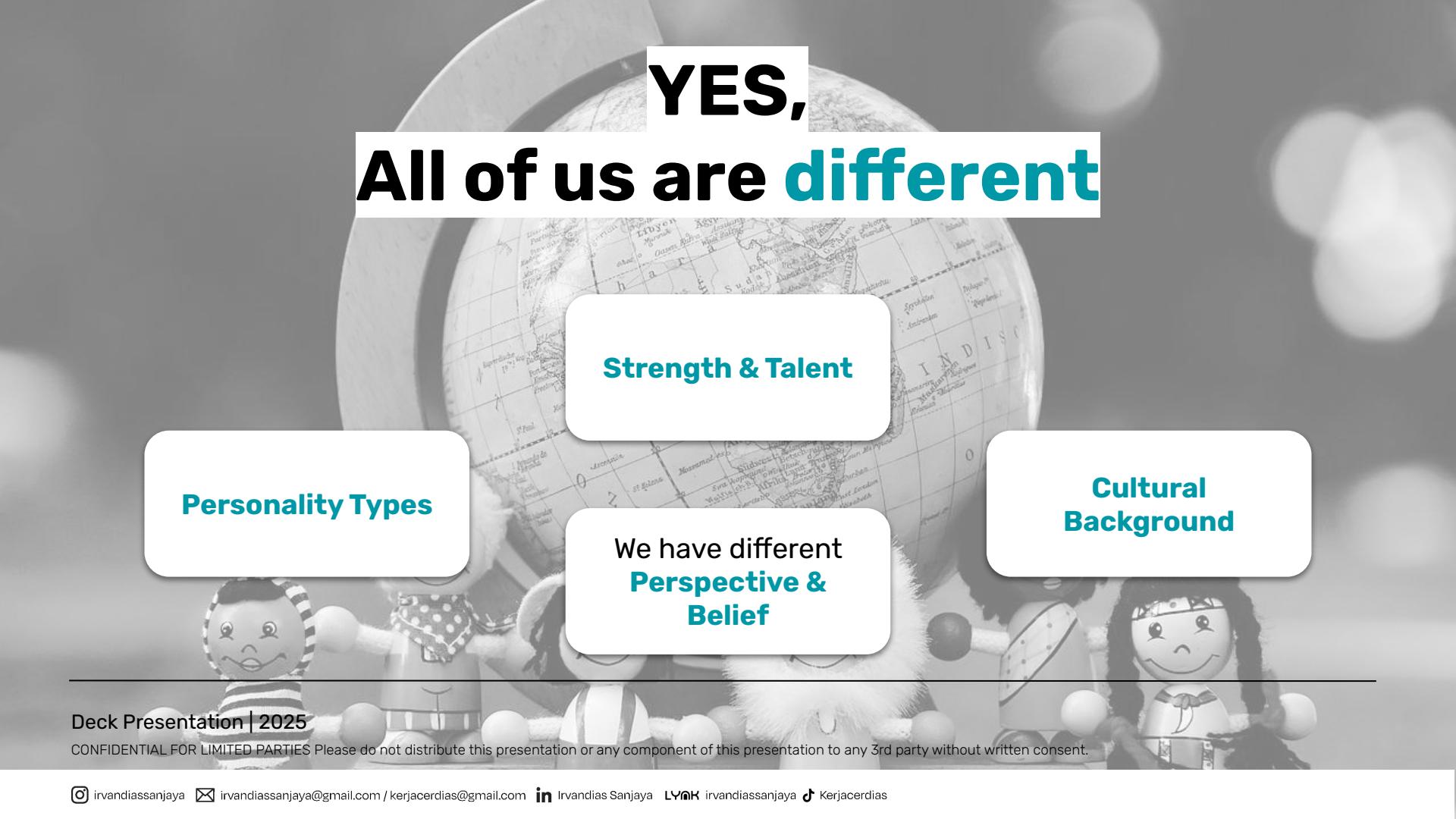
YES, All of us are **different**



Personality Types

Strength & Talent

We have different
**Cultural
Background**



YES, All of us are **different**

Strength & Talent

Personality Types

Cultural
Background

We have different
**Perspective &
Belief**



Everything seems so
beautiful & easy

What if the things that make us
different are **triggering conflict**
between team?

**Reflection Time:
Let's Team Up!**

Partner Up - Eiffel Tower Challenge



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Partner Up - Eiffel Tower Challenge

What will you do?

1. You will have a tower made of **10 paper glasses and 1 ping pong ball** placed on top.
2. Your task is to **stack all the glasses into one single stack** without letting the ping pong ball fall.
3. **If the ping pong ball drops at any time, you must start over from the beginning.**
4. The **first team to complete the stack successfully without dropping the ball wins the challenge.**

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"Synergy means that the whole is greater than the sum of its parts."

- Stephen Covey-

Let's Conquer the 7 Summit!



Take the 1st step



Catch the summit



Find the path
together



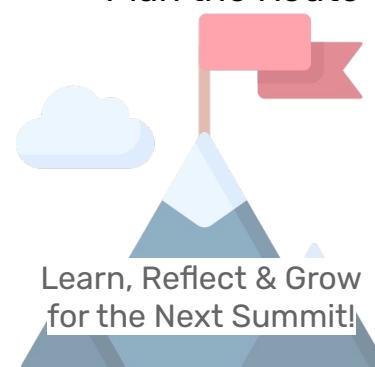
Plan the Route



Understand
the Partner



Synergize
Together



Learn, Reflect & Grow
for the Next Summit!

Habit 6 Synergize: Key Takeaway



Synergize Together



Respect Badge

See the individual differences
with other perspective, optimize
its own strength & get your goals
together

You're working on a group project with teammates from different majors. What shows *synergy*?

A. Only using your own ideas

B. Ignoring others and doing it your way

C. Letting one person take over to avoid conflict

D. Combining everyone's strengths to make the best result



You're working on a group project with teammates from different majors. What shows *synergy*?

A. Only using your own ideas

B. Ignoring others and doing it your way

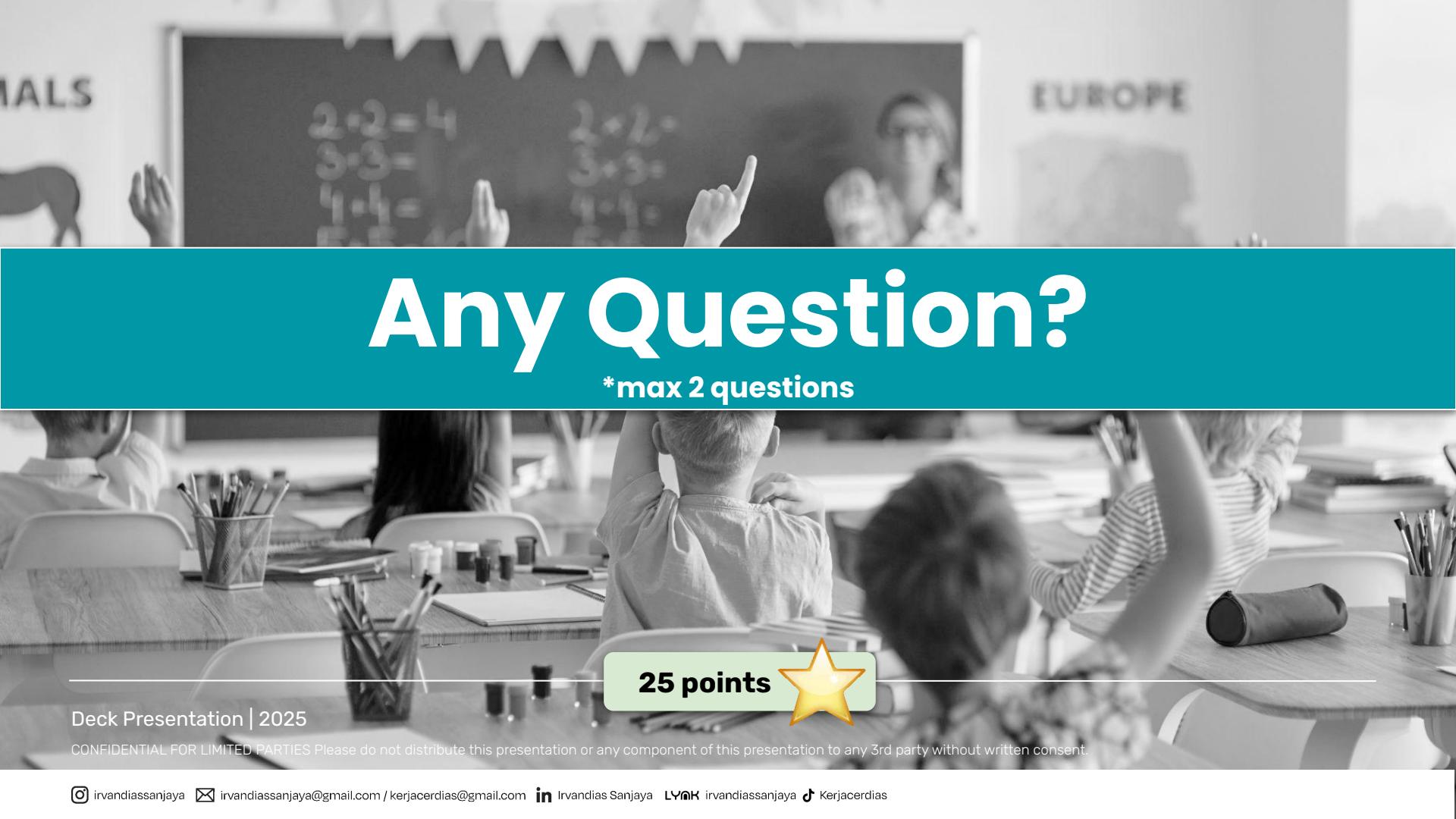
C. Letting one person take over to avoid conflict

D. Combining everyone's strengths to make the best result

👉 Habit 7 is about **renewal**. You're your most powerful when your body, brain, heart, and spirit are sharp – and that takes care and balance.

10 points





Any Question?

*max 2 questions

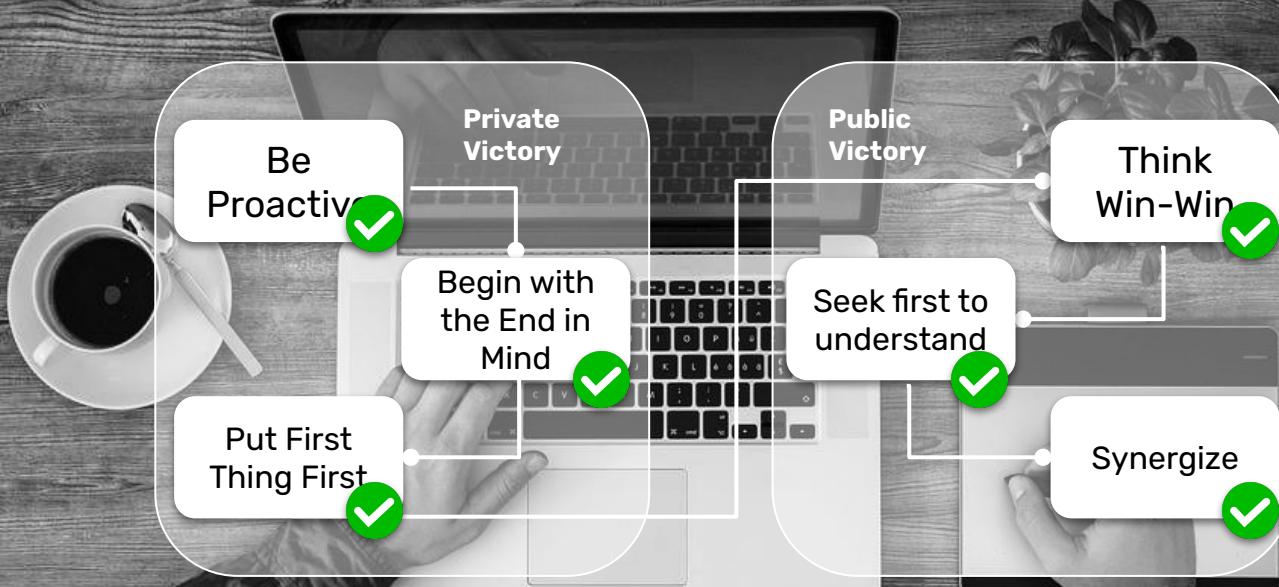
25 points



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Today's Discussion



Sharpen the Saw

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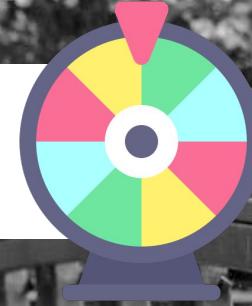
Habit #7: Sharpen the Saw Continuous Renewal

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Self-Care Wheels



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4 Areas of Renewal



Physical



Mental



Emotional/
Social



Spiritual

4 Areas of Renewal

Physical: Care for Your Body

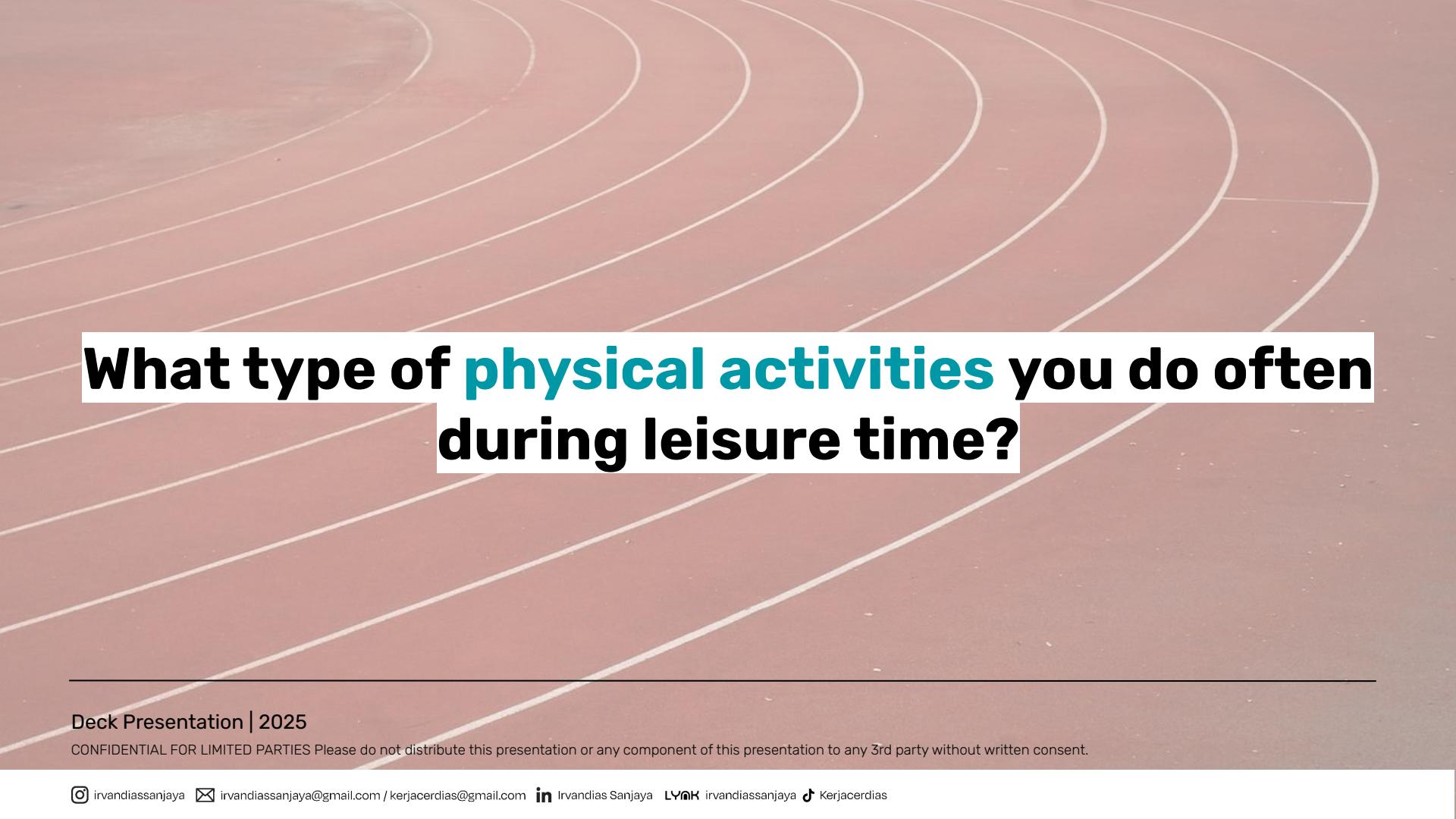


This area focuses on taking care of your body through **exercise, nutrition, sleep, and rest**. When your body is strong and healthy, your energy, focus, and confidence improve.

Example:

A student who walks or stretches every morning, eats a healthy breakfast, and gets 7-8 hours of sleep before a test feels more alert and performs better.

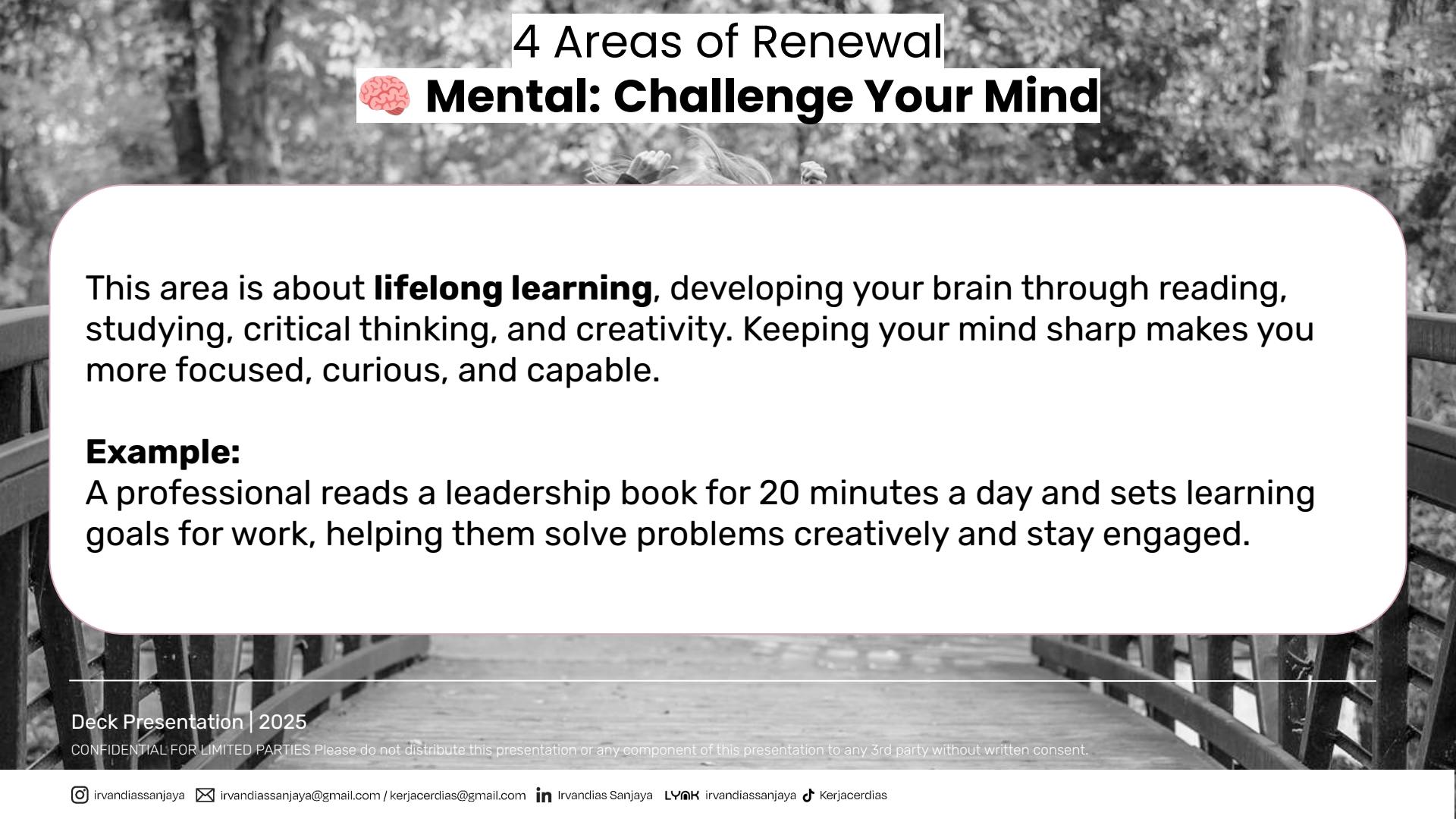




What type of physical activities you do often during leisure time?

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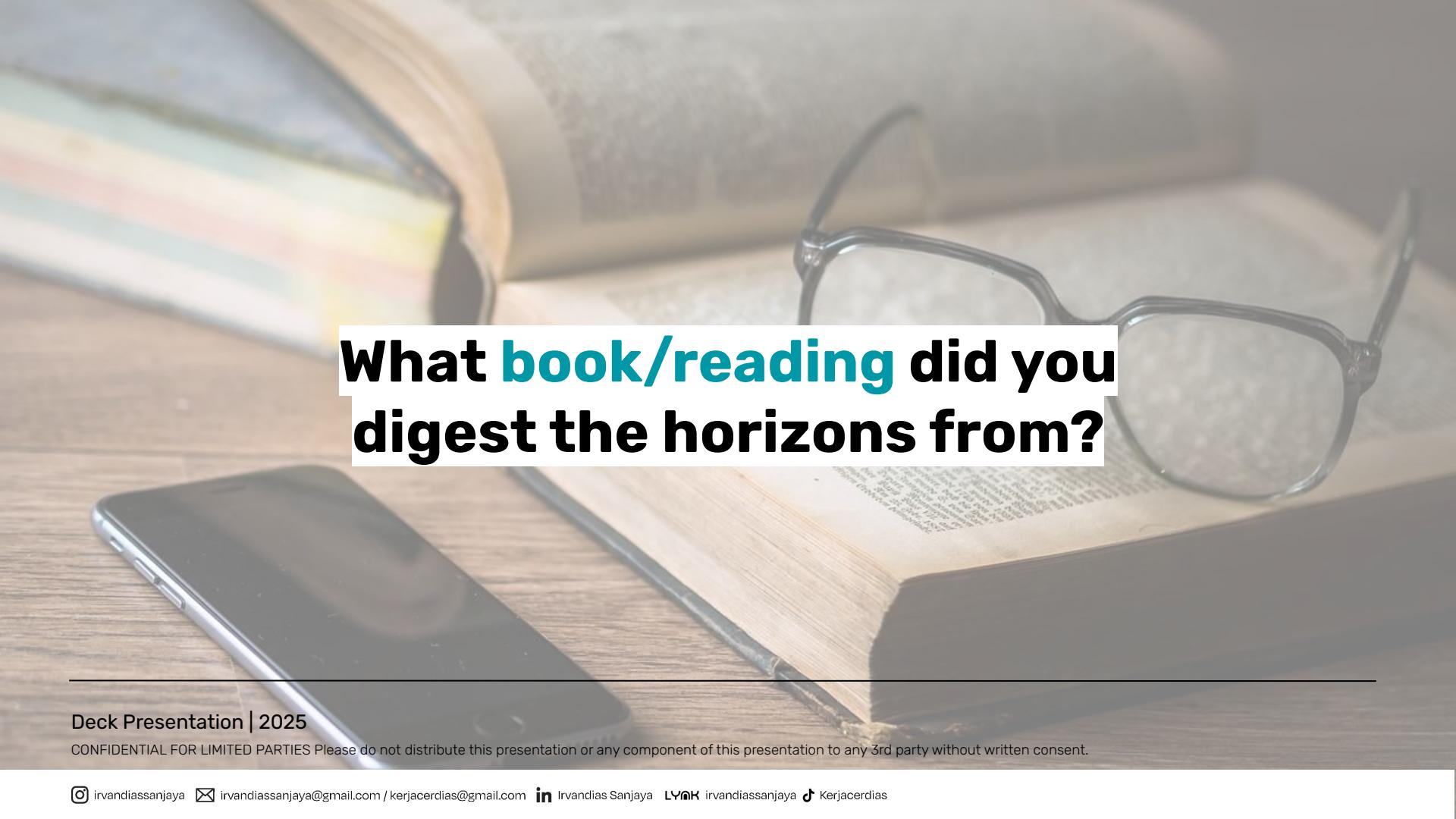
4 Areas of Renewal

Mental: Challenge Your Mind

This area is about **lifelong learning**, developing your brain through reading, studying, critical thinking, and creativity. Keeping your mind sharp makes you more focused, curious, and capable.

Example:

A professional reads a leadership book for 20 minutes a day and sets learning goals for work, helping them solve problems creatively and stay engaged.

A photograph of a stack of books, a smartphone, and a pair of glasses resting on an open book. The books are stacked vertically, showing various colored covers. A smartphone lies horizontally in front of the books. A pair of dark-rimmed glasses rests on top of the open book. The scene is set on a wooden surface.

What book/reading did you digest the horizons from?

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4 Areas of Renewal

❤️ Emotional/Social: Build Relationships and Resilience

This area is about **connecting with others**, developing **emotional intelligence**, and nurturing **trust, empathy, and communication**. It also involves managing stress and building confidence.

Example:

A student who takes time to have meaningful conversations with friends and resolves conflicts calmly feels more supported and less overwhelmed during exam season.



**What was the last topic of discussion you
enjoyed most spending time over a chit-chat
with your beloved one?**

4 Areas of Renewal

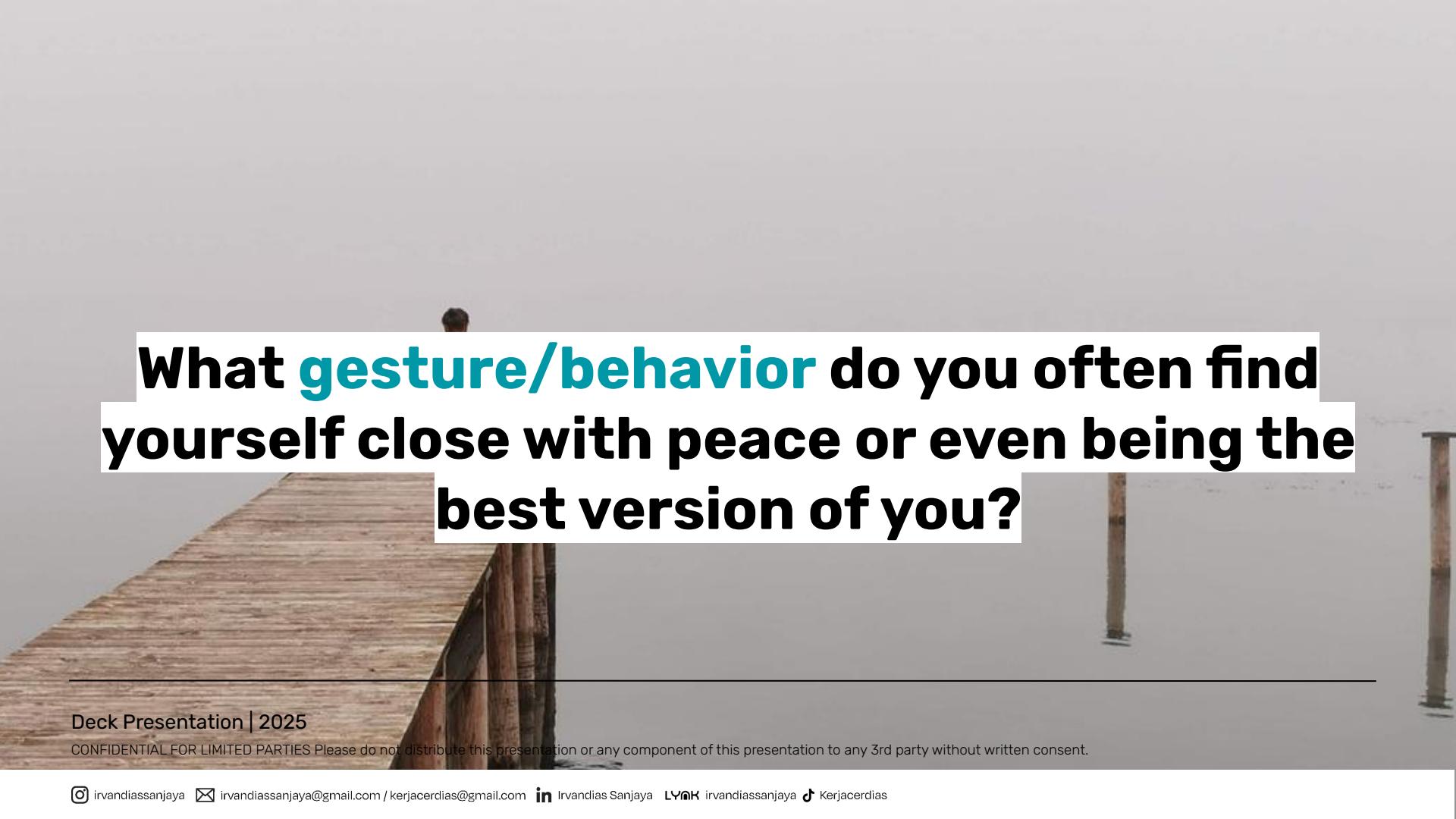


Spiritual: Renew Your Inner Self

This area involves **reflecting on your values, purpose, and inner peace**. It could include prayer, meditation, journaling, time in nature, or reading inspiring material. It helps you stay grounded and motivated.

Example:

A teacher takes 10 quiet minutes each morning to reflect and write down one goal and one thing they're grateful for. This keeps them calm and intentional throughout the day.



**What gesture/behavior do you often find
yourself close with peace or even being the
best version of you?**

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Sharpen the Saw - Reflection & Commitment

**!!Open your Worksheet:
Reflection & Commitment!!**

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Reflection: Finalization



Reflection & Commitment: Sharpen the Saw

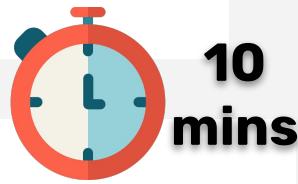
Individual

	Habit 1:	Habit 2:	Habit 3:
Keep			
Improve			
Stop			
Start			

16

What will you do?

1. Open your [worksheet reflection & commitment](#)
2. Think about 3 habit that is important to you
3. Write what you need to keep, improve, stop & start
4. Repeat to the other habit



Pitching Time!

50 points



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Let's Conquer the 7 Summit!



Take the 1st step



Catch the summit



Find the path
together



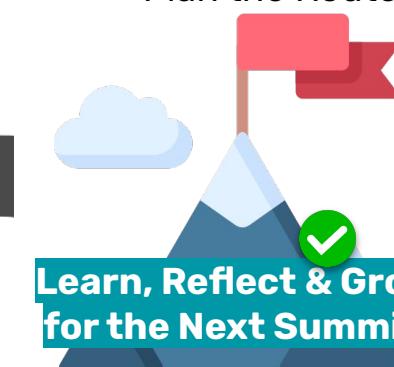
Plan the Route



Understand
the Partner



Synergize Together

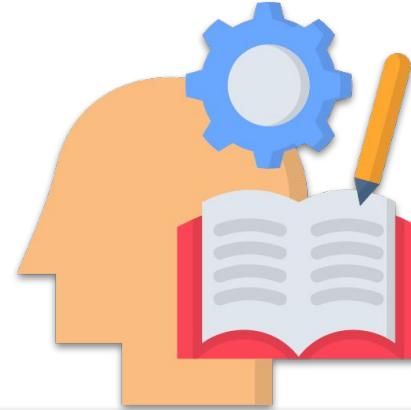


Learn, Reflect & Grow
for the Next Summit!

Habit 7 Sharpen the Saw: Key Takeaway



Conquer the Summit!



**Lifelong Learner
Badge**

Learn, reflect & grow to
conquer the Next Summit!

Which of the following is a good example of *sharpening the saw* for you as a first-jobber?

A. Skipping sleep to apply for more jobs

B. Taking a short course to improve your communication skills

C. Working nonstop without breaks

D. Ignoring physical health to focus on career goals



Which of the following is a good example of *sharpening the saw* for you as a first-jobber?

A. Skipping sleep to apply for more jobs

B. Taking a short course to improve your communication skills

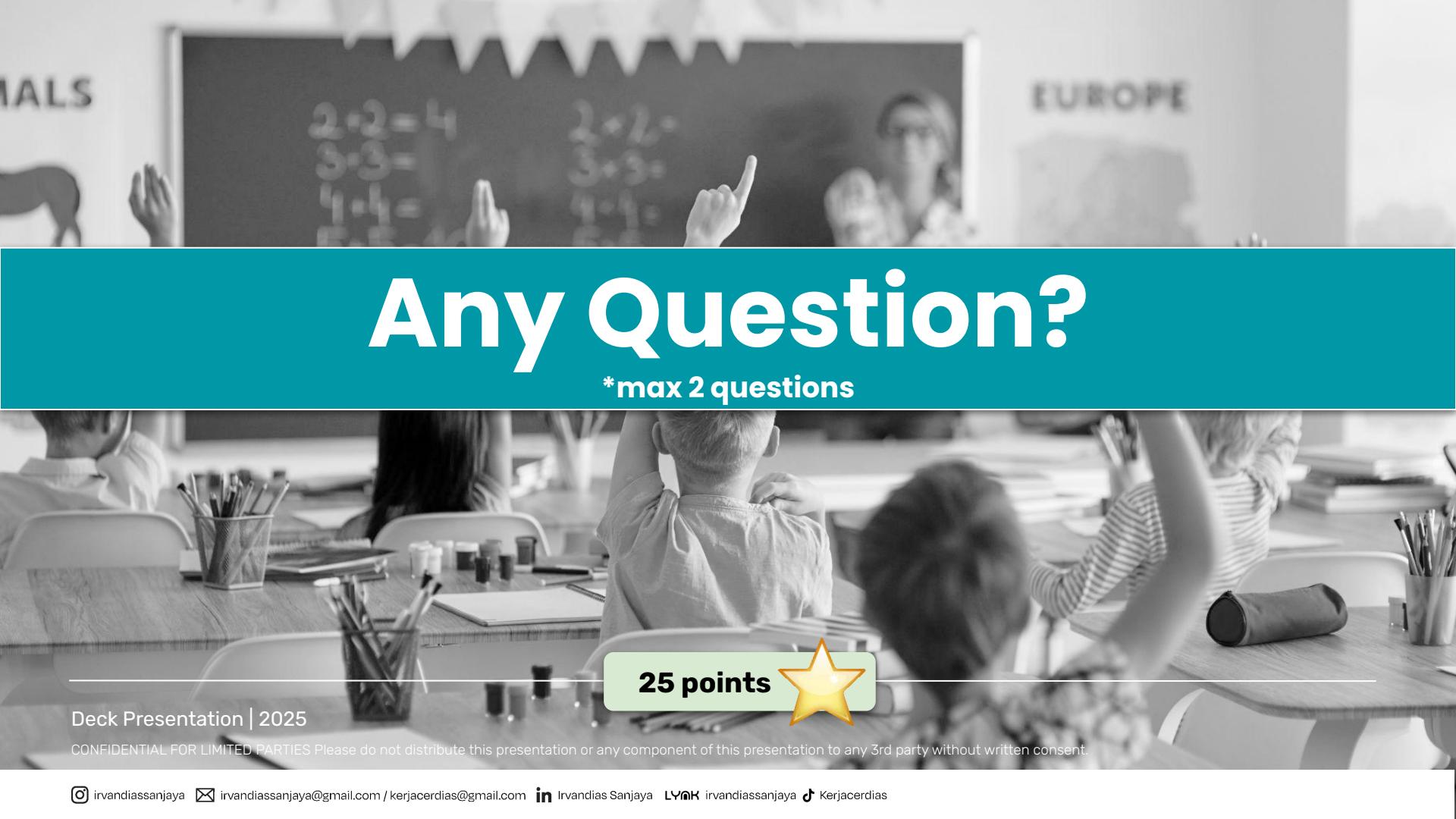
C. Working nonstop without breaks

D. Ignoring physical health to focus on career goals

👉 Habit 7 is about **renewal**. You're your most powerful when your body, brain, heart, and spirit are sharp – and that takes care and balance.

10 points





Any Question?

*max 2 questions

25 points



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2nd Session Wrapped Up

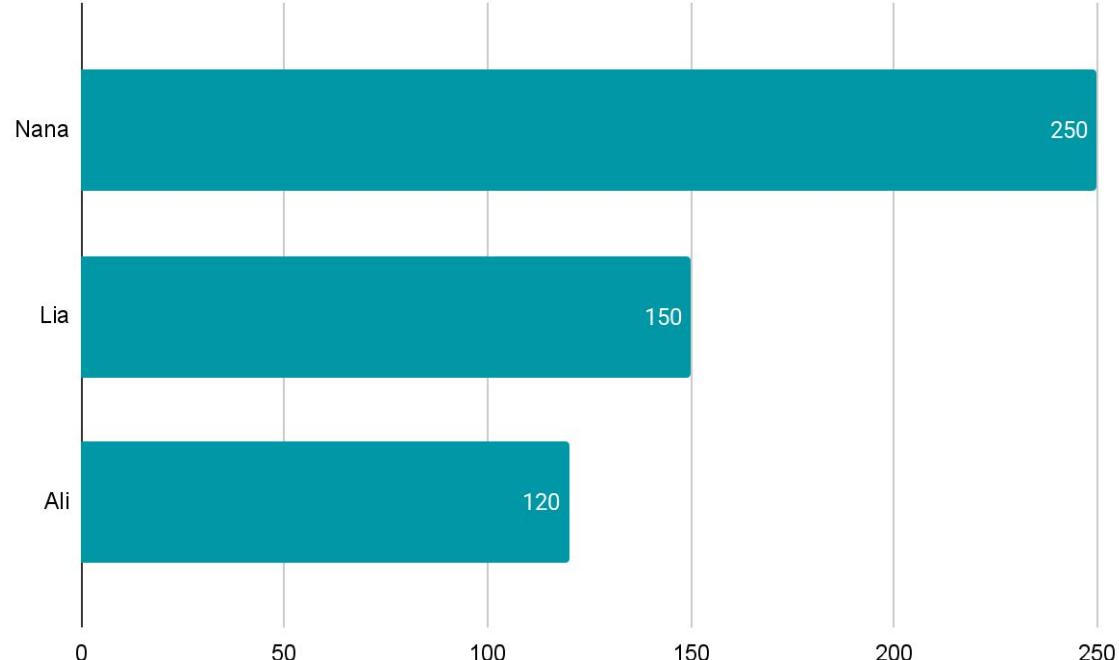
35 points



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Final Class Leaderboard



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