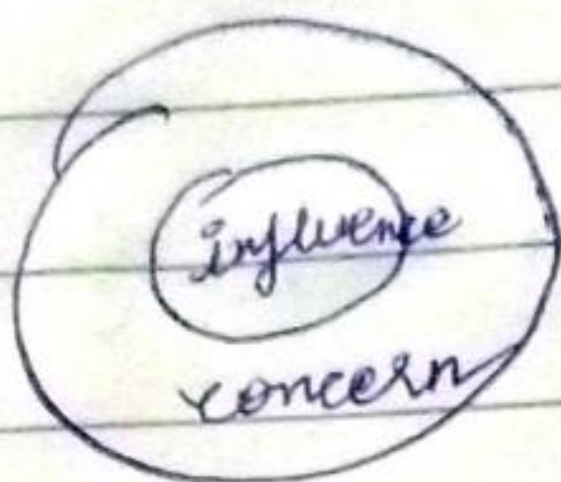


Book-3

The 7 habits of highly effective people

Part-1

Habit 1: → Be Proactive



We should do something to fix our situations if we can.

(i) Start replacing reactive language with proactive language.

(ii) Convert reactive tasks into proactive ones.

Habit-2: → Begin with the end in mind: →

⇒ Keep your goals in your mind, when you are about to start something.

(i) Think that you have only 30 days to live. Set your priorities and try to apply them for 30 days.

(ii) Think how you will deal with situation you are scared of.

⇒ Learn the technique of visualizing the end result.

Habit-3 \Rightarrow Put first things first \Rightarrow

\Rightarrow To maintain discipline and stay focused, we have to work when we don't want to.

Pareto principle \Rightarrow Only 20% of work gets 80% of results.

Habit-4 \Rightarrow Think win win \Rightarrow

6 types of relationships

(i) win win

(iv) lose-lose

(ii) win-lose

(v) win

(iii) lose-win

(vi) win-win or no deal.

The best way is to create win-win situations.

\Rightarrow To go for win-win, you not only have to be nice, you have to be courageous.

Habit-5 \Rightarrow Seek first to understand, then to be understood

In order to understand other's problem, you have to be a good listener.

Empathic listening \Rightarrow

10% words

30% voice

60% body language

→ Observe two people conversation through their body language.