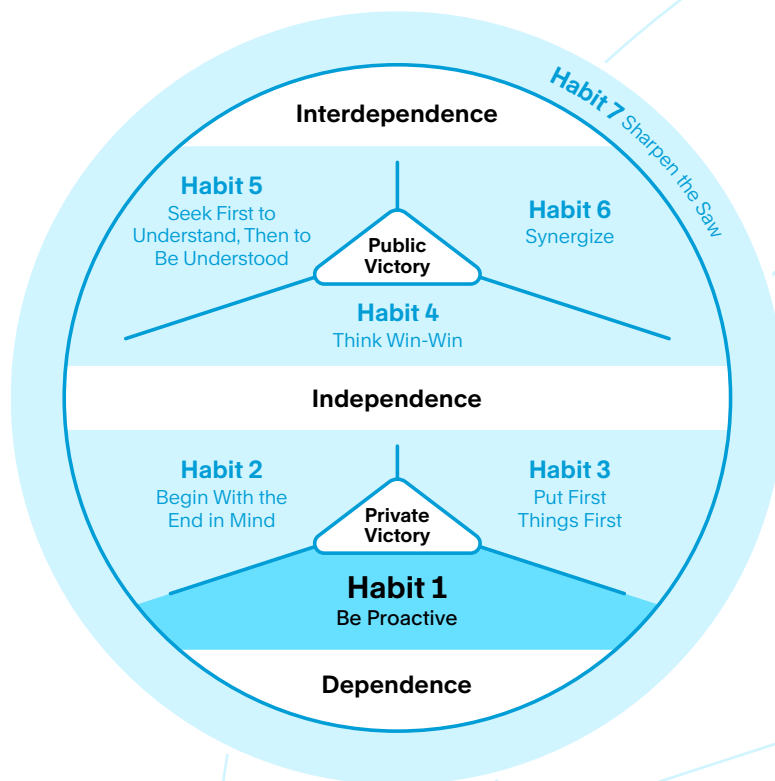


Habit 1: Be Proactive®

The Principle of Choice

What Does It Mean to Be Proactive?

Being proactive is about responding intentionally and focusing on what we can influence so that we can shape the future we want.



Common Paradigm

This is just the way things are and there's not much I can do about it.

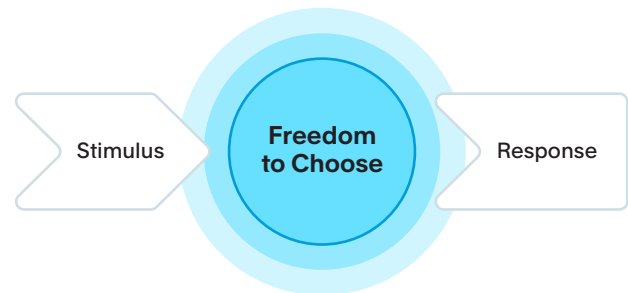
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Highly Effective Paradigm

I have the power to choose my response.

Practice 1: Pause and Respond

Pausing before we respond gives us the power to choose our response.

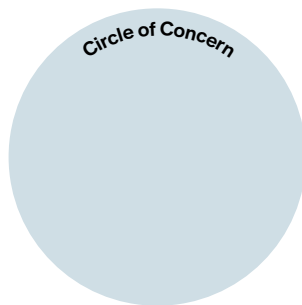


THE 4 UNIQUE HUMAN GIFTS

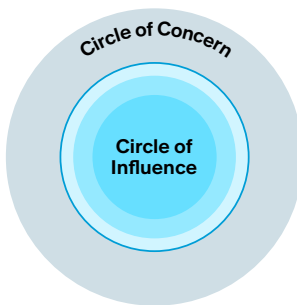
After we've taken the time to pause, we can use our 4 Unique Human Gifts to help us choose a more proactive response.

- Self-awareness: What am I thinking and feeling in this moment?
- Imagination: What are the possible ways I can respond?
- Conscience: What is the right response for this moment?
- Willpower: How will I follow through on that choice?

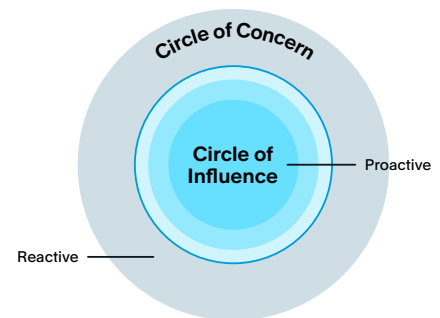
Practice 2: Focus on Your *Circle of Influence*



The Circle of Concern represents everything we worry, think, or talk about.

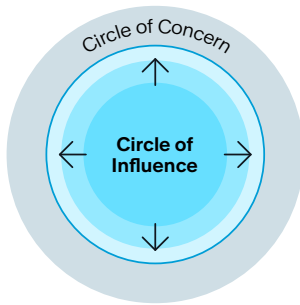


Within the Circle of Concern is the *Circle of Influence*. It represents things that we're concerned about and that we have the power to change or directly impact.

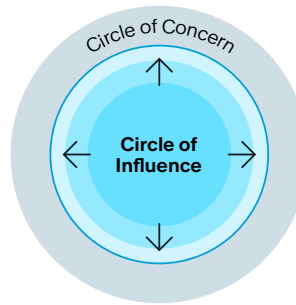


Spending more time in the *Circle of Influence*—on what we have the power to do or change—is proactive. And it's empowering.

On the other hand, spending our time and energy on things we can only worry about—the Circle of Concern—gets us stuck speculating or complaining.



If we dwell in the Circle of Concern, we have less time and energy to spend on things we can influence, and that means our *Circle of Influence* shrinks.



When we focus on what we can influence—instead of what we can't—we create new opportunities and expand our choices. Our *Circle of Influence* grows.

Practice 3: Use Proactive Language

We choose what we say. And what we say affects how we think.

Consistent, proactive language affirms our capacity to choose. It reflects and reinforces a proactive approach to life.

REACTIVE VS. PROACTIVE LANGUAGE

Reactive Language

- “It’s not my fault.”
- “I have to.”
- “We have no other choice.”
- “They won’t let me.”
- “There’s nothing we can do.”
- “I can’t.”

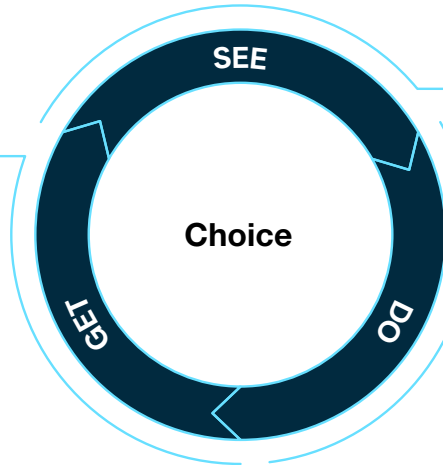
Proactive Language

- “I take responsibility.”
- “I choose to.”
- “Let’s look at all of our options.”
- “I will get this done.”
- “There must be something we can do.”
- “I may not be able to _____, but I can _____.”

SHIFT YOUR PARADIGM. CHANGE YOUR PRACTICES. BE MORE EFFECTIVE.

Results

- Increased influence.
- Ownership of our lives.
- Greater initiative.



Paradigm

I have the power to choose my response.

Practices

- Pause and respond.
- Focus on your *Circle of Influence*.
- Use proactive language.