

The 10 Habits of Highly Effective

LEADERS

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The only person over whom you have direct and immediate control is yourself. The most important assets to develop, preserve and enhance, therefore, are your own capabilities. And no one can do it for you. You must *cultivate the habits of leadership effectiveness for yourself* and doing so will be the single best investment you will ever make.

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Keep your **habits** positive
because your habits become
your **values**. Keep your values
positive because your values
become your **destiny**.

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Mahatma Gandhi



The Perfect Leader

- Visionary and detailed
- Controlling and empowering
- People focused and task oriented
- Ambitious and humble
- Strategic and operational
- Risk taking and reliable
- **Be a HERO or a ZERO.....**



The 10 Habits of Highly Effective **LEADERS**

1. Goal Oriented

2. Organized

3. Prioritize

4. Positive

5. Proactive

6. Renew / Refresh / Recharge

7. Seek First to Understand, Then to be Understood

8. Synergize

9. Think Win-Win

10. ? *To Be revealed in Class*



1. GOAL ORIENTED

SMART Goals


- **SPECIFIC**
 - Ensure your aim is clear
- **MEASURABLE**
 - Define standards to work to
- **ACTIONS**
 - Set yourself tasks to do
- **REALISTIC**
 - Make sure the goal is achievable
- **TIMING**
 - Set a time frame



GO FOR THE GOAL

“Most of us will never do great things. But we can do small things in a great way.”

Educator, Maren Mouritsen



Quiz

- **Guess who it is:**
- Failed in business at age 22
- Was defeated for the state legislature at age 23
- Failed in business at age 25
- Coped with the death of his sweetheart at age 26
- Suffered a nervous breakdown at age 27
- Was defeated for speaker at age 29
- Was defeated for congressional nomination at age 34
- Was elected to Congress at age 37
- Lost re-nomination for Congress at age 39
- Was defeated for the Senate at age 46
- Was defeated for the vice-presidency of the US at age 47
- And was defeated for the Senate at age 49

**WINNING MEANS RISING EACH TIME YOU FALL –
BE STRONG IN THE HARD MOMENTS**



2. ORGANIZED

1. Set aside time to organize your workspace & desk surface

2. Reports Tracking Log, To Do List, Checklist, Calendar

3. Managing Outlook: UFO policy – Use, File or Obsolete

4. Plan Ahead / Delegate effectively

5. Establish good filing system



3. PRIORITIZE

Evaluate your Real PRIORITIES

- Set up a time budget:
 - Is it aimed at results rather than activity?
 - Routine work, Regular job duties, Special Assignments and Creative Work
- Where did it come from? Your Manager's needs
- What is its potential for trouble? Meet Deadlines



The Time Quadrants

1. FIRE FIGHTER – important and urgent

- Exam tomorrow
- Late for work
- Project due today
- Car Breaks Down

3. APPEASER – not important but urgent

- Unimportant phone calls
- Interruptions
- Other people's small problems
- Peer pressure

2. PRIORITIZER - important but not urgent

- Planning, goal setting
- Projects due in a week
- Exercise
- Relaxation

4. SLACKER – not important and not urgent

- Too much TV
- Endless phone calls
- Excessive computer games
- Time Wasters



I can **DO IT** and I will **DO IT NOW!**



4. Be POSITIVE

- Expect the best and get it!
- **You can do it** and do it well!





5. Be **PROACTIVE**

“Be a proactive person who initiates actions, rather than a reactive one who waits to be prompted”.

- How much time is spent on activities that you have **planned**?
- Always take action at the **right time**, irrespective of whether or not the task is difficult
- Do **NOT wait** for opportunities to come to you
- Life is what **you make** it
- **Learn from mistakes**
- Ignore situations that you **cannot influence**
- **“Our only freedom is the freedom to discipline ourselves”.**

-Bernard Baruch



TEAM EXERCISE

Scene One

You overhear your best friend at work bad-mouthing you in front of a group. She doesn't know you overheard the conversation. Just five minutes ago, this same friend was sweet-talking you to your face. You feel hurt and betrayed.

Reactive Choices?

Proactive Choices?

Scene Two

You have been working at your job in the office for over five years now and have been extremely committed and dependable. Twelve months ago, a new employee joined the crew. Recently, he was given the Crew Leader assignment, the assignment that you were hoping for.

Reactive Choices?

Proactive Choices?



Proactive Language

● Proactive People are:

- *I will do it*
- *I can do better than that*
- *Let's look at all our options*
- *I choose to*
- *There's gotta be a way*
- *I'm not going to let your bad mood rub off on me*
- Not easily offended
- Take responsibility for their choices
- Think before they act
- Bounce back when something bad happens
- Always find a way to make it happen
- Focus on things they can do something about, and don't worry about things they can't



6. Renew / Refresh / Recharge

*"To keep a
lamp burning,
we have to keep
putting oil in
it."*

-Mother Teresa

HOPE

"If you do not hope, you will not find what is beyond your hopes"

– St. Clement of Alexandria

DREAM

Dream big

Eat Well, **Sleep** Well, **Relax**
and **Exercise**

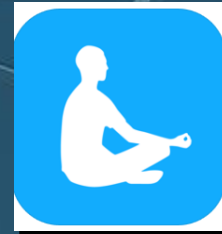


Meditation apps

mindfulness

App

- Headspace
- Calm
- Simple Habit





Sharpen The Saw

Body (Physical-
Exercise & nutritional
habits)

Heart (Relationship-
feel grateful &
contented)

Soul (Spiritual-
Meditation,
Inspirational Music)

Brain (Mental-Learn
new skills)



7. **Seek First to Understand, Then to be Understood**

You have two ears and one mouth

– **Listen First, talk second.**

“Before I can walk in another’s shoes, I must first remove my own.” –unknown –

See things from another person’s point of view before sharing your own.



8. SYNERGIZE

Means:

When two or more people work together to create a better solution than either could alone.

I am good; you are good. Together we are better! -Dick Perl

Teams:

*"My model for business is the Beatles. They were four guys who kept each other's kind of negative tendencies in check. They balanced each other and the total was greater than the sum of the parts. That's how I see business: **great things in business are never done by one person, they're done by a team of people.**"*
-Steve Jobs.

"We won because we were One."
-Dr. Rob Gilbert



9. THINK WIN-WIN

Win – Lose

Makes you proud

- Using other people
- Get ahead at the expense of others
- Spread rumors
- Insist on getting your way
- Becoming jealous when something good happens to someone close to you

Lose – Win

Do everything you want because it is easier than fighting

*Let others win the little issues but take a stand on the important things

Lose – Lose

War

- When two Win-Lose people get together
- Becomes obsessed with another person in a negative way



Win – Win

- All u can eat buffet
- Care about yourself & other people and you want all to succeed
- The belief that there is plenty of success to go around





THE 10TH HABIT?

*Think out of the box, Be compassionate,
Do more with less,*



Learn the 10 Habits

- Think through the concepts

Live the 10 Habits

- Personalize and apply each habit in your life
- Challenge yourself to move out of your comfort zone
- Commit to start with some baby steps

Share the 10 Habits

- Discuss with your coworkers ideas that are important to you
- Share with someone you trust the commitments or ways you want to change



*Hope can set your mind on tomorrow; action must be carried out **today**.*

*Each one of us is the **artist** of our own life and can paint our own life-world; each one of us is the **engineer** of our own life and can shape our own fine image.*

How will you **apply the 10 Habits** in the next week? month? Year?



Resources

- **The 7 Habits of Highly Effective People**
 - Stephen Covey
- **The 7 Habits of Highly Effective Teens**
 - -Sean Covey
- **Change Your Brain, Change Your Body**
 - Daniel G. Amen, M.D.
- **The Power of Positive Thinking**
 - Norman Vincent Peale
- **Leadership Rules**
 - Jo Owen