**What are Habits?**

* A routine.
* Habits are engrained - *‘you don’t know you are doing it.’*
* Habits could be good or bad.
* Breaking bad habits….
* Something that can be imposed on you.
* Learned behaviours.
* Repetitive behaviours and actions.
* Doing what you want to do.
* Habit of communicating with people.
* Not thinking about it.
* Feeling comfortable doing it i.e. smoking and drinking coffee.

**Stephen Covey Explains Habits as follows:**

* Habits drive our actions and behaviours
* These habits, actions or behaviours can be learned and unlearned.
* Habits contribute to who you are as a character and your behaviour.
* We must stop and reflect on our habits and be aware of them and where possible look to change them.

**Stephen Covey furthermore describes Proactive and Reactive behaviours:**

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**Negative behaviours:**

* Neglect issue which are within their circle of control.
* Focus is elsewhere.
* Circle of influence becomes smaller.

**Proactive behaviours:**

* Responsible for our own lives.
* Work to change things within their control.
* Positive energy exerted.
* Increasing their circle of influence.

|  |  |  |
| --- | --- | --- |
| 7 Habits of Highly Effective People | | |
|  | Be Proactive | * Take Control of your life. * You have the ability to influence. * Using your initiative. * Creating positive energy. |
|  | Begin with an end in mind | * Know what you want to accomplish in life. * Have clear goals. * Have ambitions. |
|  | Put first things first | * Clearly define your priorities. * Work through each priority at a time. |
|  | Think win/win | * Look out of agreements that are mutually beneficial to you and the opposition. * Make gains. |
|  | Seek first to understand, then be understood | * Listen with empathy. * Diagnose and have clear understanding before treating. * Make informed decisions. |
|  | Synergize | * Look out for creativity. * New opportunities. |
|  | Sharpen the saw | * Take time out to renew yourself. * Reflect on yourself. * How can you make improvements? |
|  | Find your voice and inspire others to find theirs. (A recent addition to the 7 habits.) | * Talk out and bring others on board. * Being inspirational. |

**Circle of Influence and concern:**

Detailed below is a diagram that represents the various circles that influence behaviours.

***Fig. 1.0 Circle of influence and concern.***

**Circle of Influence (Things that you have a degree of control over):**

* What we say.
* What we think.
* What we do.
* Where we live.
* Our attitudes.
* Our actions.
* Positivity.

**Circle of Concern (External factors you have no control over):**

* Where you were born.
* Who your parents are.
* Cost of living.
* Government.
* Tax.
* The weather.
* The Trains.