**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:**

**![C:\Users\bhavisha.anand\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\A7Z0U1GH\MC900441322[1].png]()**

**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.