

Identifying Challenges and Taking Control/Responsibility

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:

Proactive behaviours:

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

Negative behaviours:

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

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7 Habits of Highly Effective People

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|----|---|--|
| 1. | Be Proactive | <ul style="list-style-type: none">• Take Control of your life.• You have the ability to influence.• Using your initiative.• Creating positive energy. |
| 2. | Begin with an end in mind | <ul style="list-style-type: none">• Know what you want to accomplish in life.• Have clear goals.• Have ambitions. |
| 3. | Put first things first | <ul style="list-style-type: none">• Clearly define your priorities.• Work through each priority at a time. |
| 4. | Think win/win | <ul style="list-style-type: none">• Look out of agreements that are mutually beneficial to you and the opposition.• Make gains. |
| 5. | Seek first to understand, then be understood | <ul style="list-style-type: none">• Listen with empathy.• Diagnose and have clear understanding before treating.• Make informed decisions. |
| 6. | Synergize | <ul style="list-style-type: none">• Look out for creativity.• New opportunities. |
| 7. | Sharpen the saw | <ul style="list-style-type: none">• Take time out to renew yourself.• Reflect on yourself.• How can you make improvements? |
| 8. | Find your voice and inspire others to find theirs. (A recent addition to the 7 habits.) | <ul style="list-style-type: none">• Talk out and bring others on board.• Being inspirational. |

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Circle of Influence and concern:

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

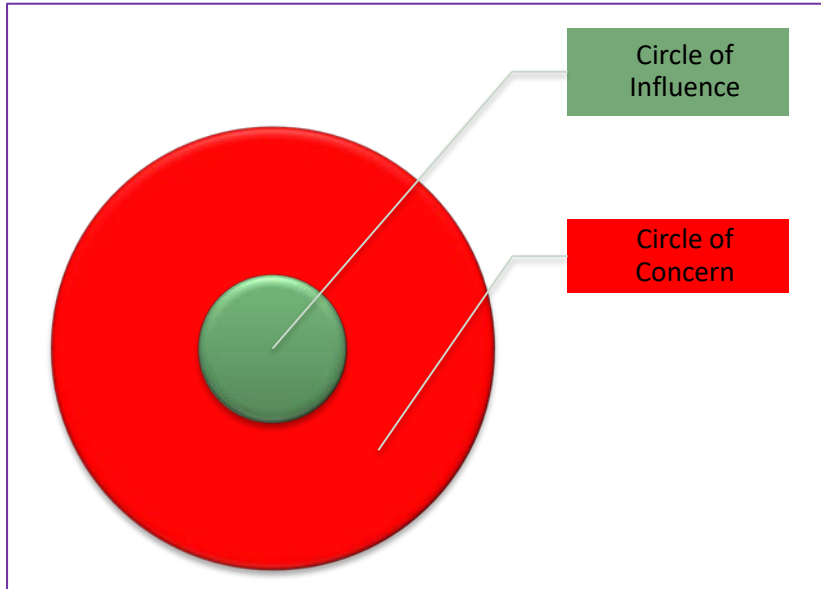


Fig. 1.0 Circle of influence and concern.

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.