

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

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.

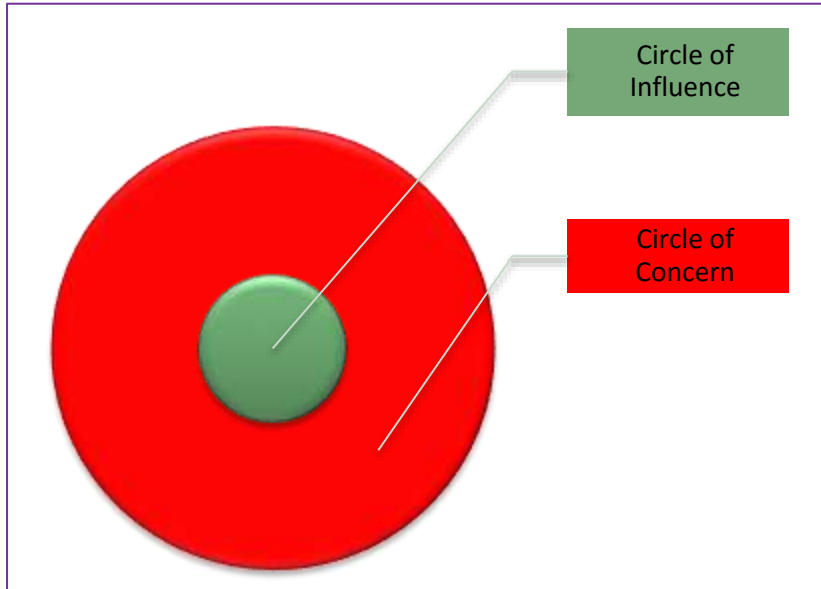


Fig. 1.0 Circle of influence and concern.

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.