Habit 3

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Interpersonal Relations – Psyc 4500 S10

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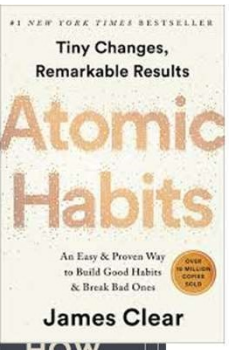
INTRODUCTION

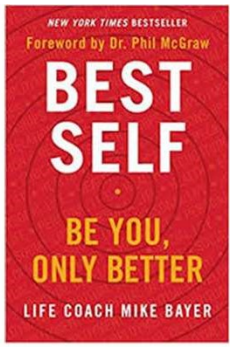
- An ideology related to managing oneself - time and effectiveness,
- According to Stephen Covey in his book 7 Habits of Highly Effective People.
- Habit 3 as the completion, actualisation, and organic development of Habits 1 and 2 (Covey, 2004).
- Practising independent will in the direction of being principle centred.
- Focuses on good self-management, as management differs greatly from being a leader.

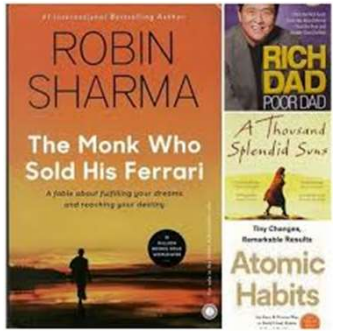
Things which matter most must never be at the mercy of things which matter least.

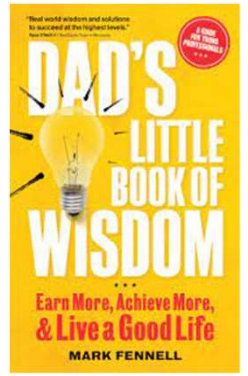
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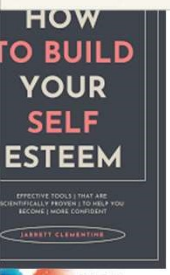
Paraphrase - Keeping the Right Things Right in Front of Your Eyes











Self Help Books

Popular genre of literature.

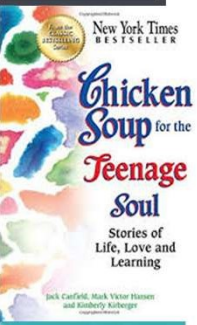
Involves topics such as personal development, mental health, relationships, diet culture, and achieving success.

Usefulness varies by the individual.

Positively, offers tips, strategies and insight.

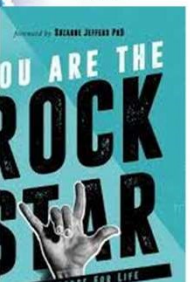
Negatively, simplistic solutions to complex problems and obvious.

Other approaches include selective, complimentary, and individualistic.



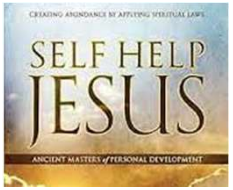


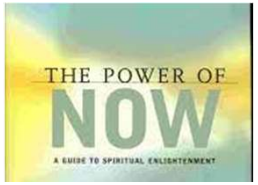


















Some Popular Self-Help Books

How To Win Friends And Influence People.

Who Moved My Cheese?

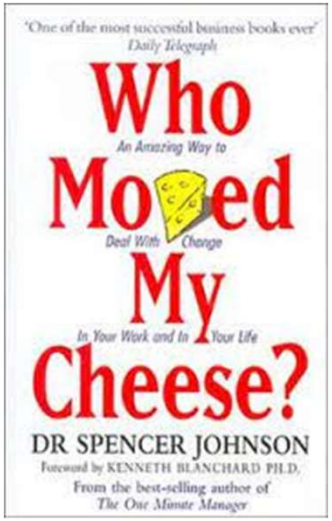
The 48 Laws Of Power

The 7 Habits Of Highly Effective People

Rich Dad / Poor Dad

The Subtle Art Of Not Giving An F***

Machiavelli's The Prince (*the original self-help book - 1532)*



my favorite one!

Stephen Richard Covey



Salt Lake City, Utah, US

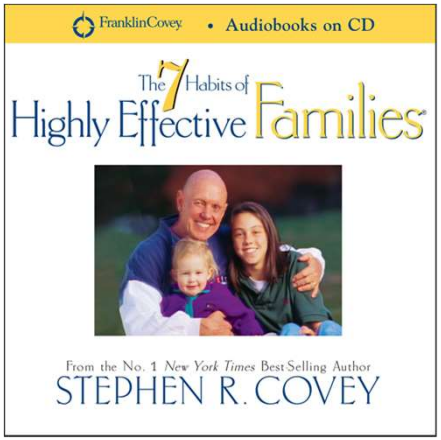
Harvard University, MBA

Married w/ 9 Kids

The Church of Jesus Christ of Latter-day Saints

One of the 25 most influential people according to Time.

Most famous book – *The 7 Habits of Highly Effective People*



The 7 Habits of Highly Effective People

1989

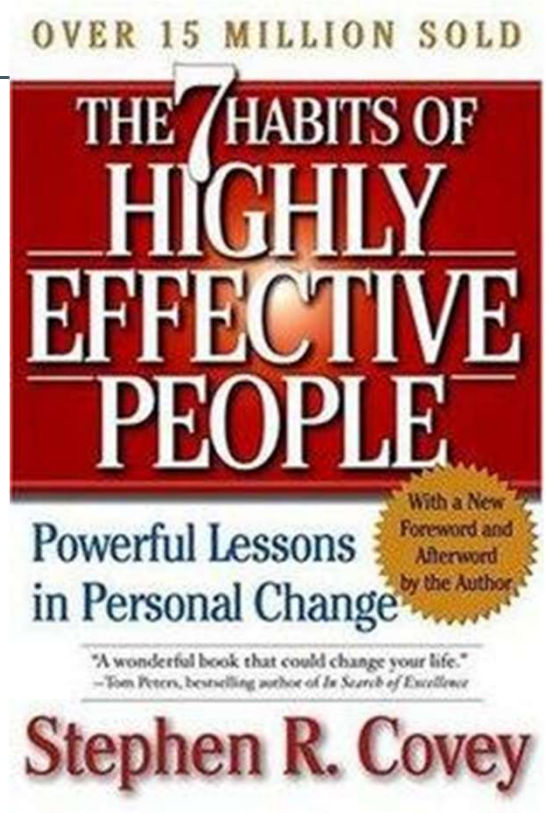
20 million copies.

Secular distillation of LDS values.

Pro “The Character Ethic”

Contra “The Personality Ethic”

Presents the teachings as a series of habits.



Power of Independent will

- Independent will is crucial for effective self-management.
- Personal integrity gauges the level of developed independent will.
- Constructive management prioritizes important tasks (putting first things first).
- Leadership **identifies** these priorities, while management **puts them** into action.
- This approach can be applied to daily life.

Four generations of time management

- Covey (2004) explains that when it comes to managing time - Every generation had their own learning which has governed and shaped the experiences of the subsequent generations.

1. The first wave
2. The second wave
3. The third wave
4. The emerging fourth wave

1. dependence
2. independence

1. interdependence
2. interconnectedness on a global scale

Habit 3 – Put First Things First

Difference between what is important and what is urgent.

Do what is urgent and important.

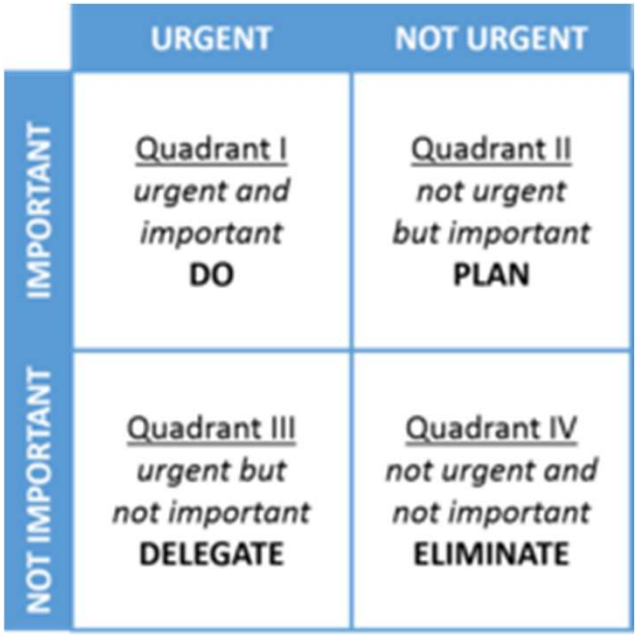
Plan what is important but not urgent.

Delegate what is urgent but not important.

Eliminate what is not urgent and not important.

Focus on high-priority tasks that align with goals and values.

Not getting caught up in distractions.



Quadrant II



- Time allocation is categorized into four quadrants by the author.
- Urgency and importance define activities within these quadrants.
- Urgent tasks demand immediate attention but might lack importance.
- They often seem enjoyable but don't contribute significantly to goals.
- Important activities directly relate to desired outcomes.

What it takes to say no



- The only way to prioritize activities in Quadrant II is to reduce the amount of time spent on Quadrant III and Quadrant IV.
- Proactively working on quadrant II and saying 'no' to the activities of quadrants III and IV.
- Keeping our principles centered and focusing on personal goals.

Quadrant II Tools

- Coherence
- Balance
- Quadrant II Focus
- People Dimension
- Flexibility
- Portability



Becoming a Quadrant II Self-Manager

- 1st-Recognizing our Roles
- 2nd-Selecting Goals
- 3rd-Scheduling
- 4th-Daily Adapting





Delegation of Productivity and Productive Capability



- Assign tasks, improve productivity and enhance skills.
- Trust is a powerful motivator. - it brings out the best in people.
- In stewardship, delegation, when applied appropriately, will produce benefits to both parties involved.
- The principles of stewardship, delegation can be applied to any circumstance.
    - It’s universal!
- Delegating effectively is the best symbol of effective management.
    - It means they identify your strength and weaknesses and are either helping you excel or learn.

Habits 1, 2 & 3

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3 . "Putting first things first" is a principle often associated with time management and personal effectiveness.

Covey describes habit 3 as the practical fulfillment of habits 1 & 2.

2 . Begin with an end in mind.

1 . Be Proactive.



Maslow's hierarchy of needs

Application Suggestions

- Identify neglected Quad II activity
- Create a matrix of management
- Create a list of responsibilities
- Organize your next week
- Make a commitment
- Change your current planning tool
- Make your bed

  (strangely, but not surprisingly - this is super important to several ideologies)

Scenario:

Time Management at University

Sarah is a college student balancing her academics, part-time job, and social life. She has an upcoming final exam in two weeks, a shift at work every other day, and plans to attend a friend's birthday party over the weekend.

- Identifying Importance: Sarah evaluates her commitments. The final exam is crucial for her academic success. Work is necessary for income, but some shifts might be negotiable. The birthday party is important for her social life but not as crucial as her academic performance.
- Prioritizing: Sarah allocates her time wisely. She schedules dedicated study periods throughout the week, making sure to review the most challenging topics first. She also evaluates her work shifts and swaps one to free up more study time without jeopardizing her finances.
- Setting Boundaries: Sarah communicates with her friends and work manager. She explains the importance of her upcoming exam and adjusts her social and work commitments accordingly. She politely declines additional social invitations during her intensive study periods and ensures work understands her need for some schedule flexibility.

Using Habit 3 her priorities align with her goals. Focusing on the most critical task studying for the final exam while still balancing work and social activities, with adjusted schedules, to maintain a well-rounded life

1. Completing a homework assignment due tomorrow.
2. Studying for an upcoming exam next week.
3. Planning and outlining a long-term project or presentation.
4. Responding to an urgent email from a teacher about an assignment change.
5. Organizing your study materials and notes.
6. Helping a friend with their homework immediately after school.
7. Reviewing and summarizing notes from yesterday's lecture.
8. Spending time on social media during study hours.
9. Taking a break to relax and recharge after a long study session.
10. Volunteering for a one-time event at a local charity.
11. Researching and brainstorming ideas for a personal project.
12. Attending an emergency meeting called by the school administration.
13. Cleaning and organizing your study space.
14. Engaging in a new hobby or skill development activity.
15. Attending a non-mandatory study group session.

Fun Activity - Eisenhower Box



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