7 HABITS OF HIGHLY EFFECTIVE PEOPLE

COMMUNITY OF PRACTICE, SESSION #2

HABIT 1: BE PROACTIVE

DATE: NOVEMBER 19TH, 2014

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HABIT 1: BE PROACTIVE

Agenda

- **Stimulus → Response – Basis of the 7 Habits**

- **Reactive versus Proactive Language- How to Transform It**

- **Circle of Influence/Circle of Concern**

  - Exploration and Activity

- **Direct/Indirect/No Control**

  - Discussion and Activity

- **Wrap Up**

- **Big Picture**

- **Homework**

STIMULUS VERSUS RESPONSE

- **Self-Awareness- What separates us from every other being and why it's GREAT!!**

- **Social Maps: Genetic, Psychic, Environmental**

- **Regardless, there is space between STIMULUS and the RESPONSE**

"I know of no more encouraging fact than the unquestionable ability of man to elevate his life by conscious endeavor."
-Henry David Thoreau

STIMULUS VERSUS RESPONSE
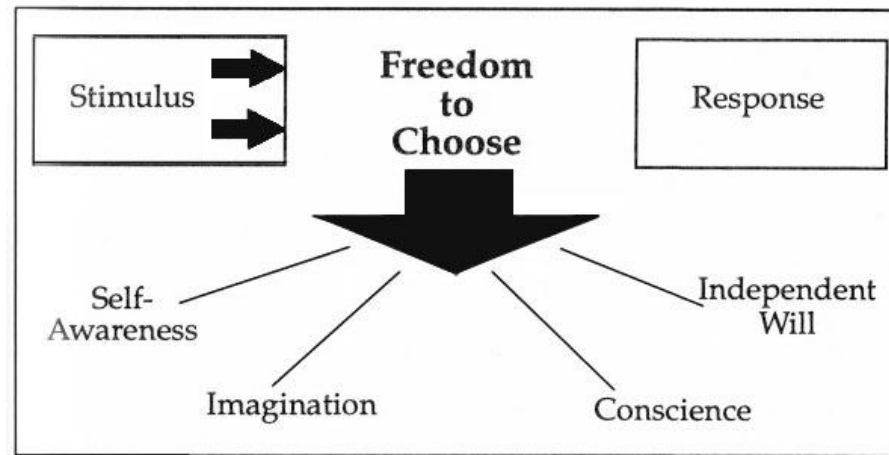
Diagram attributed to Stephen Covey

- **Magical human endowments: Self-awareness, imagination, conscience, independent will**

- **Victor Frankl- Master of Stimulus/Response**
https://www.youtube.com/watch?v=LlC2OdnhliQ
"You cannot control what happens to you in your life, but you can always control what you will feel and do about what happens to you."
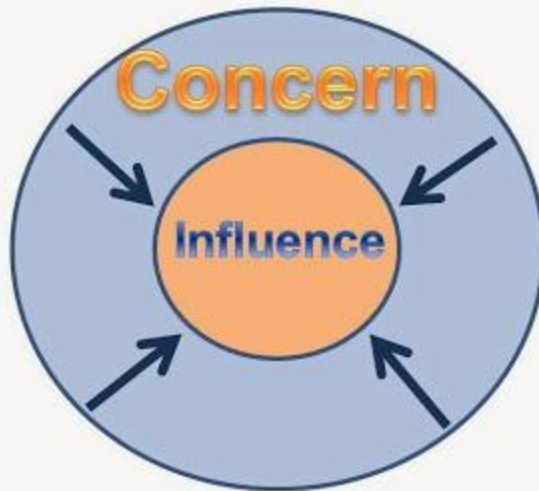
REACTIVE VERSUS PROACTIVE

It all starts with what we say to ourselves and others….

| Reactive Language	Proactive Language
Example: I can't do it. **I don't want to take responsibility for this. I am resigned and unwilling to exercise my creative intellect.**	**Let me explore what I CAN do.**
That's just the way it is.	
They won't like that.	
That will never work.	
I wish.	
I have to do that.	
I won't have time.	

THE CIRCLES

Circle of Concern - Circle of Influence

Reactive Focus
Concern and negative energy supresses the circle of influence
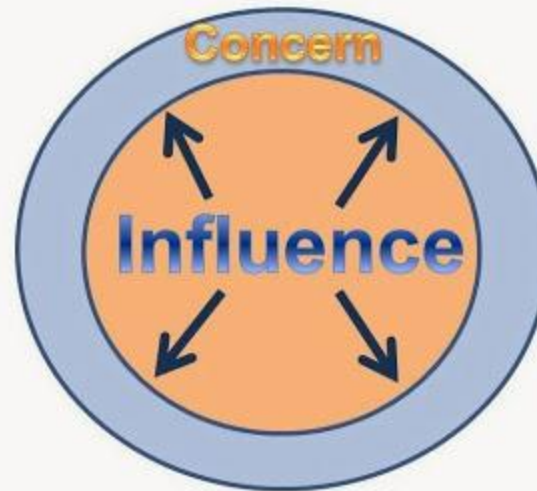
Proactive Focus
Positive energy enlarges the circle of influence

CIRCLES ACTIVITY

Questions to Ask Yourself

1. Where was your primary focus-within the circle of influence or the circle of concern?

2. If you could do it all over, what would you do differently?

3. What would you focus on?

4. What new actions could have resulted?

5. What new outcomes could have resulted?

DIRECT, INDIRECT, OR NO CONTROL

Direct Control

- **Problems we have that can be solved by working on our habits! Yay!**

- **Private Victories within our Circle of Influence**

- **Habits 1, 2 and 3**

Indirect Control

- **Problems solved by changing our methods of influence**

- **Public Victories**

- **Habits 4, 5, 6**

No Control

- **Problems that involve taking the responsibility to change our frown into a smile and ACCEPT them**

CONTROL ACTIVITY
(FROM THE BOOK)

1. Select a problem you're having either at work or in your personal life

2. Explore whether it is a direct, indirect or no control problem

3. Brainstorm a few steps/actions you can take around this problem

4. Identify someone who can hold you accountable

"We are responsible- 'response-able' to control our lives and to powerfully influence our circumstances by working on <u>be</u>, on what we are... If I really want to improve my situation, I can work on the one thing over which I have control- MYSELF."
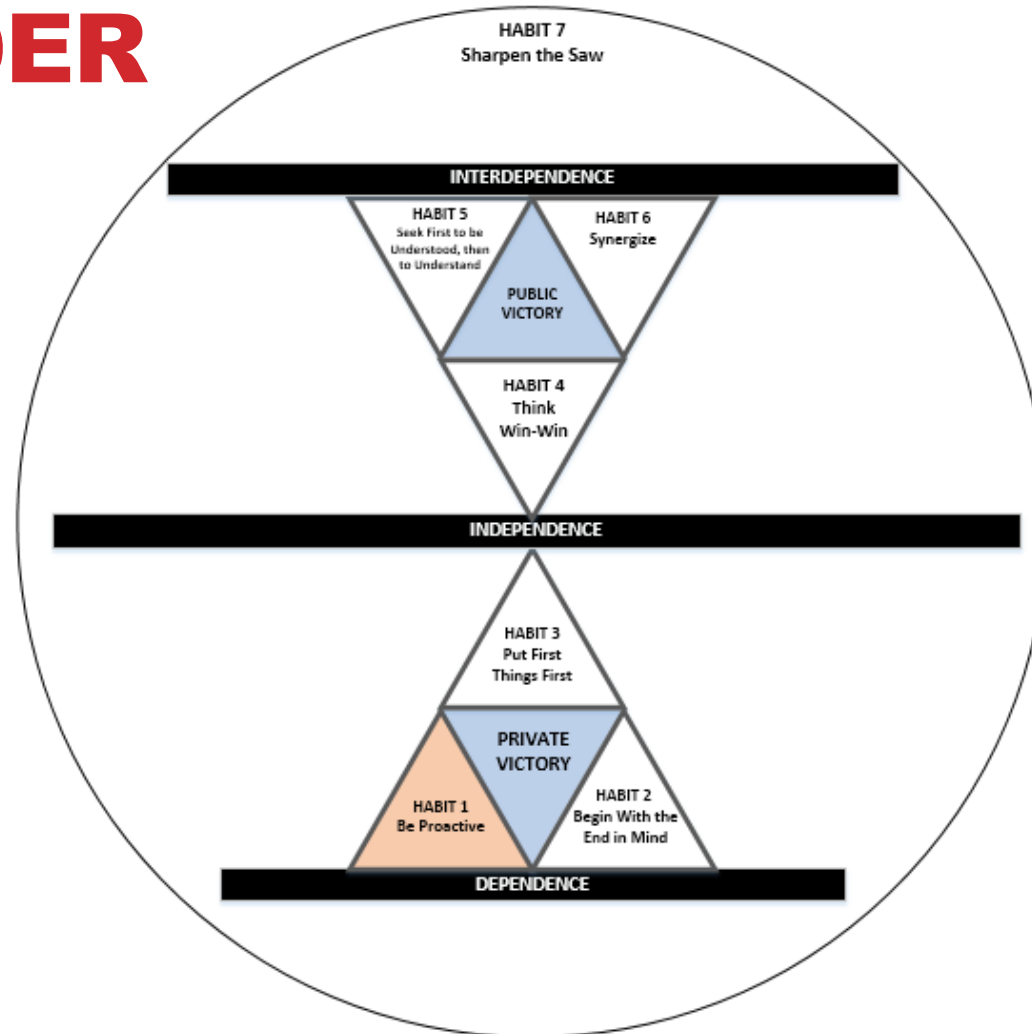
–Stephen Covey

WRAP UP

4 Concepts Covered Today:

1. Stimulus → Response

2. Proactive/Reactive Language

3. Circle of Influence/Circle of Concern

4. Direct, Indirect, or No Control

What new tool can you use?

BIG PICTURE REMINDER

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HOMEWORK

1. **Take the PEQ test**

2. **Follow through on the actions you identified in the last activity**

3. **As the book suggests, try out the 30-day test of proactivity**

    -Work only in your Circle of Influence. "Be a light, not a judge. Be a model, not a critic. Be part of the solution, not part of the problem."

    -Share about your victories and setbacks when we meet on December 17th

4. **Read Habit 2: Begin With the End in Mind**

5. **Optional- Read Victor Frankl's "A Mean's Search for Meaning"**

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