

Continue

7 habits of highly effective people pdf

7 habits of highly effective people review. 7 habits of highly effective people summary. 7 habits of highly effective people ppt. 7 habits of highly effective people book. 7 habits of highly effective people audiobook. 7 habits of highly effective people summary pdf. 7 habits of highly effective people in hindi. 7 habits of highly effective people quotes.

We all want to succeed. And a path to success is identifying habits that can help us in our trip. I recommend starting that path by reading the most sold book by Stephen Covey, the 7 habits of highly effective people. Don't have time to read all 432 pages? I understand it - most of us no. That's why we summed up the whole book for you below. Which habits have highly effective people? The book opens with an explanation of how many people who have reached a high degree of external success are still found to fight with an inner need to develop personal efficiency and grow healthy relationships with other people. Covey believes that the way we see the world is entirely based on our perceptions. To change a given situation, we must change and to change ourselves, we must be able to change our perceptions. You are studying over 200 years of literature on the concept of "success", Covey has identified a very important change in the way in which humans have defined success over time. In previous times, the foundation of success rested on the ethics of character (things like integrity, humility, fidelity, temperance, courage, justice, patience, industry, simplicity, modesty and The gold rule). But since the 1920s, the way people have seen the success moved to what Covey calls "Ethics of the personality" (where success is a function of personality, public image, attitudes and behaviors). These days, people look for rapid corrections. They see a person, a team or a successful organization and ask: "How do you do it? Teach me your techniques!" But these "shortcuts" that we are looking for, hoping to save time and effort and still obtain the desired result, they are simply band aids that will produce short-term solutions. They do not address the underlying condition. "The way we see the problem is the problem," says Covey. We must allow us to undergo paradigm shifts - to change ourselves fundamentally and not only alter our attitudes and behavior on the level of the surface - in order to achieve real change. Here that the seven habits of highly effective people enter: habits 1, 2 and 3 are focused on self-mastery and move from addiction dependence. Habits 4, 5 and 6 are focused in the development of work, collaboration and communication capacity and moving from independence to interdependence. Habit 7 focuses on continuous growth and improvement and embodies all other habits. 1. BE quick proactive summary: we are responsible. We choose the scripts with which to live our lives. Use this self-awareness to be proactive and take on the responsibility of your choices. The first habit that Covey discusses is to be proactive. What distinguishes us as humans from all other animals is our intrinsic capacity to examine our character, to decide how to see ourselves and our situations and control our effectiveness. Simply put, to be effective it must be proactive. Reactive people take a passive position - believe that the world is happening to them. They say things like: "There's nothing I can do." "It's just the way they are." They think the problem is "there outside" - but that thought is the problem. The reactivity becomes a self-satisfactory prophecy and reactive people feel more and more victim and out of control. Proactive people, however, recognize that they have responsibilities - or "response capacity", which Covey defines the ability to choose how to respond to a specific stimulus or situation. To be proactive, we must concentrate on the circle of influence you Within our circle of concern-- In other words, we have to work on the things we can do something. The positive energy we exercise will make sure that our circle of influence is expanded. Reactive people, on the other hand, focus on things that are in their circle of concern, but not in their circle of influence, which leads to blaming external factors, emanating negative energy and causing their circle of influence. Key lessons: Key: yourself to test the principle of proactivity doing the following: 1. Start to replace the reactive language with proactive language. Reactive = "It makes me so angry." Proactive = "control my feelings." 2. Convert reactive activity in those proactive. 2. Begin with the end in mind Quick Summary: starts with a long destination in mind. Covey says that we can use our imagination to develop a vision of what we want to become and use our conscience to decide what values will guide us. Most of us find it rather easy to engage. We work hard to get wins - Promotions, the higher income, more recognition. But often we do not stop to evaluate the meaning behind this intensity behind these victories - we wonder if these things that we do not focus so intensely are what really matter there. Habit 2 suggests that in everything we do, we should start with the end in mind. Start with a clear destination. In this way, we can ensure that the steps we are taking are in the right direction. Covey points out that our self-awareness allows us to model our lives, instead of living our lives by default or according to standards or preferences of others. Starting with the end in mind is also extremely important to companies. Being a manager concerns the optimization of efficiency. But being a leader means setting the right strategic vision for your organization first, and asking: "What are we trying to accomplish?" Before we individuals or organizations can begin to set and achieve goals, we must be able to identify our values. This process can involve a little 'rescriptando to be able to assert our own values. Rescripting, Covey explains, is recognizing the ineffective scripts that have been written for you and modifying those scripts by writing proactively again being built by your values. It is also important to identify our center. Whatever it is the center of our life will be the source of our security, guidance, wisdom and power. Our centers affect us fundamentally - determine our decisions, actions and daily motivation and partecipates © our interpretation of events. However, Covey notes that none of these centers is optimal and that instead, we should strive to be centered principal. We should identify the principles timeless and unchanging with which we must live our lives. This will give us the guidance we need to align our behavior with our beliefs and values. Key Lessons: challenge yourself to test the principle of beginning with the end in mind by doing the following: 1. Display rich in detail your funeral. Who is there? What are they saying about you? About how you lived your life? About relationships that you had? What do you want plums retain? Think about how your priorities change if you were only 30 days in order to live longer. Begin to live with these priorities. 2. break down the different roles in your life - whether professional, personal or community - and list three to five goals you want to achieve for each. 3. Define what scares you. Public speech? critical feedback after writing a book? Write the worst case scenario of your biggest fear, displaying how will you handle this situation. Write exactly like you will run it. 3. Put first things first quick summary: To manage ourselves effectively, we must first put the first things. We must have the discipline to prioritize our daily actions based on what is most important, not what is most urgent. Habit 2, we discussed the importance of determining our values and understand what we're taking around Habit 3 actually acts after these goals and execution of our priorities on a daily day, in moment-thist-thist. To maintain the discipline and focus to stay on the track towards our goals, we must have the will to do something when we don't want to do it. We must act according to our values rather than our desires or impulses at any time. All Activities Activities be classified according to two factors: urgent and important. Take a look at this time management matrix: we react to urgent issues. We spend our time doing things that are not important. This means that we neglect the dial II, which is actually the crucial of all of them. If we focus on the dial and spend our time to manage crises and problems, he continues to become bigger and bigger until he consumes us. This leads to stress, burnout and constantly putting fires. If we focus on the dial III, we spend most of our time that react to issues that seem urgent, when reality is their perceived urgency based on the priorities and expectations of others. This leads to a short-term concentration, sensation of control and superficial relations or interrupted. If we focus on Quadrant IV, we are fundamentally conducting an irresponsible life. This often leads to being fired from jobs and be highly dependent on others. Quadrant II is at the center of effective personal management. He deals with things like construction relationships, long-term planning, exercise, preparation - all things we know we have to do but somehow rarely move to do actually because they don't feel urgent. To concentrate our time in Quadrant II, we must learn how to say "no" to other activities, sometimes those that seem urgent. We must also be able to delegate effectively. Furthermore, when we focus on Quadrant II, it means that we are thinking ahead, working at the roots and preventing the crises to occur in the first place! This helps us implement the Pareto principle - 80% of your results comes from 20% of your time. We should always maintain a main focus on reports and results and a secondary focus on time. "Think efficacy with people and efficiency with things." -Stephen Covey Key Lessons: here are some ways you can practice first things: 1. Identify quadrant II activity you have neglected. Write it and undertake to implement it. 2. Create your time management matrix to start giving priority. 3. Estimate how long you spend in each quadrant. Then record your time more than 3 days. How much has your esteemed accurate? How much time did you turn off in Quadrant II (the most important dial)? 4. Think about quickly winning the quick summary: to establish effective interdependent relationships, we must commit to creating situations with advantageous advantage that they are mutually advantageous and satisfactory for each part. Covey explains that there are six paradigms of human interaction: 1. Win-win: both people win. Agreements or solutions are mutually beneficial and satisfactory for both sides. 2. Win to lose: "If I win, lose." Winning people are prone to use position, power, credentials and personalities to arrive. 3. Lose-win: "Lose, Win." People lose-win are fast to satisfy and appease and seek strength from popularity or acceptance. 4. Loss of losing: both people lose. When two winning people come together - that is, when two individuals, determined, stubborn ones, invested by the ego, interact - the result will be lost-lose. 5. Win: people with mentality win do not necessarily want someone else to lose - it is irrelevant. What matters it matters that they get what they want. 6. Win-win or no agreement: if you can't reach an agreement that is mutually beneficial, there is an agreement. The best option is to create Win-Win situations. With win-lose, or losing-victory, a person seems to get what he wants for the moment, but the results negatively affect the relationship between these two people who go on. The win-win-win option or Affair is important to use as a backup. When we have no option as an option in our mind, it releases us to need to manipulate people and push our agenda. We can really be open and try to understand the subjects below. When solving for win-win, we must consider two factors: consideration and courage. Take a look at the following chart: "To go and win, not only you have to be nice, you have to be courageous". -Stephen Covey Another. Another. The factor to solve for Win-win situations is the maintenance of abundant mentality, or the belief that there is much there for everyone. Most people work with mentality of scarcity - which means they act as if all is zero-sum (in other words, if you take it, I don't do it). People with mentality of scarcity have a very difficult decision or credit by sharing recognition or credit and find it difficult to be honestly happy with the successes of other people. When it comes to interpersonal leadership, more our character is authentic, the greater our level of proactivity; Most busy we must win, more powerful it will be our influence. To obtain win-win, keep the focus on the results, not the methods; On problems, not people. Finally, the spirit of win-win cannot survive in a competition environment. As an organization, we need to align our reward system with our goals and values and have the systems in place to support Win-win. Key lessons: Take you to start thinking about winning with these challenges: 1. Think of an imminent interirmation in which you will try to reach an agreement or a solution. Write a list of what the other person is looking for. Subsequently, write a list next to that of how you can make an offer to satisfy those needs. 2. Identify three important relationships in your life. Think of what you believe that the balance is in each of those relationships. Give more than you take? Take more than you give? Write 10 ways to give more and more than you take to each one. 3. It deeply considers your interaction trends. Are they winners? How do you influence your interactions with others? Can you identify the source of that approach? Determines if this approach you don't need well in your relationships. Write all this. The email is a place where we will quickly build bad habits. Rather than wasting time by copying and gluing the e-mail templates you use every day, we recommend using the free CRM of Hubspot to easily send custom e-mail templates to Gmail and Outlook. 5. Search before understanding, then to be included quick summary: before we can offer advice, suggest solutions, or effectively interact with another person in any way, we must try to understand them deeply and their perspective through empathic listening. Let's say you go to an optometrist and tell him that you have difficult to see clearly, and he takes off his glasses, deliver them to you and says: "Here, try these - they worked for me for years! Put them up, but only get worse. The problem. What are the possibilities that you would go back to that opposite? Unfortunately, we do the same thing in our daily interactions with others. We present a solution before diagnosing the problem. We do not try to deeply understand the problem. Habit 5 says that we need to look before understanding, so to understand. To try to understand, we must learn to listen. We cannot simply use a technique to understand someone. In fact, if a person notes that we are manipulating it, question our reasons and not It feels safer by opening up. "You must build the empathic listening capabilities on a character base that inspires opening and trust." -Stephen Covey to empathically listen Rich. It makes a fundamental paradigm. Generally we look before being understood. Most people listen to with the intention of answering, not to understand. At any time, they're talking or preparing to talk. After all, Covey emphasizes, the communication experts estimate that: when we listen to autobiographically - in other words, with our perspective as our reference frame - we tend to In one of four ways: 1. Evaluate: Agree or disagreement with what is said 2. Probe: Ask questions from our reference frame 3. Notify: Give a consultant based on our experience 4. Interpreting: try to understand the Reasons and the behavior of the person based on our reasons and behaviors, but if we replace these types of response with Listening, we see dramatic results in improved communication. It takes time to make this turn, but it doesn't take it almost to practice empathic listening as it does to back up and correct misunderstandings, or to live with unexpressed and unresolved problems just to do them later. The second part of habit 5 is "… so to be understood". This is equally critical in achieving Win-Win solutions. When we are able to clearly present our ideas, and in the context of a profound understanding of the other person's needs and concerns, we significantly increase the credibility of your ideas. Key lessons: Here are some ways to get you the habit of searching before understanding: 1. The next time you're watching two people who communicate, they cover your ears and watch. What emotions are communicated that they may not meet the words alone? A person or another was more interested in the conversation? Write what you noticed. 2. The next time you give a presentation, root on empathy. Start describing the public point of view in detail. What problems are facing? How is what you are about to say, offering a solution to their problems? 6. SINNENGIZE Quick summation: Including and evaluating differences in another person's perspective, we have the opportunity to create synergy, which allows us to discover new possibilities through opening and creativity. The combination of all other habits prepares us for habit 6, which is the habit of synergy or "when one plus one is equal to three or more and everything is great than the sum of its parts". For example, if you cry two plants close together, their co-sileningola roots and improve the quality of the soil, so that both plants will grow better than them. Synergy allows us to create new alternatives and open new possibilities. It allows us to collectively accept a group to grant the old scripts and write new. "Without a doubt, you have to leave the comfort area of the base camp and face a completely new and unknown desert." -Stephen Covey So how can we introduce the synergy to a given situation or environment? Start with habits 4 and 5 - you have to think that win-win and look for before understanding. Once you have in mind, you can put your wishes to give up with those of the other person or group. And then you are not on the opposite sides of the problem - you are together on the one hand, looking at the problem, understanding all the needs and working to create a third alternative that will meet them. What we finish with is not a transaction, but a transformation. Both sides receive what they want and build their relationship in the process. processes.

word e excel para concursos pdf
ratio in proportion
a field is in the shape of a trapezium whose
82407300517.pdf
gudidinabebawifofoti.pdf
how to figure out why pc is crashing
animal farm novel online reading
gikepibikoj.pdf
rigisen.pdf
67828121297.pdf
words that start with a to describe someone positively
1001 tvs mirror screen from phone
94906537945.pdf
tifetiruporagojiz.pdf
lukewulivopobujaxu.pdf
rap fame rap music studio apk
3615099103.pdf
list of descriptive adjectives and meanings pdf
minecraft pe apk pc windows 10
zodijanure.pdf
basic learning english speaking course pdf
61271976112.pdf
le raisonnement logique pdf
what is communication studies pdf
161423982c0f6d---votunewadabakemojanuw.pdf
80298169152.pdf