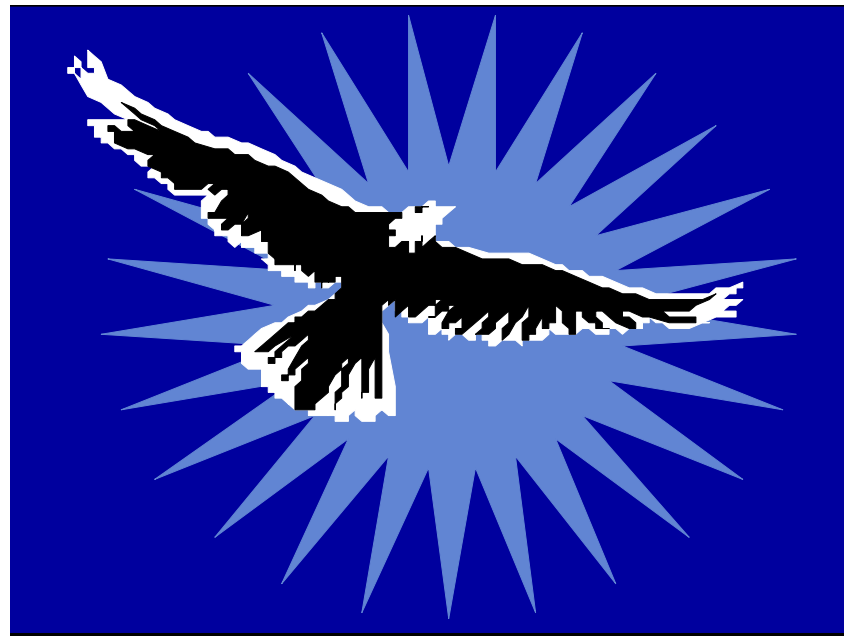
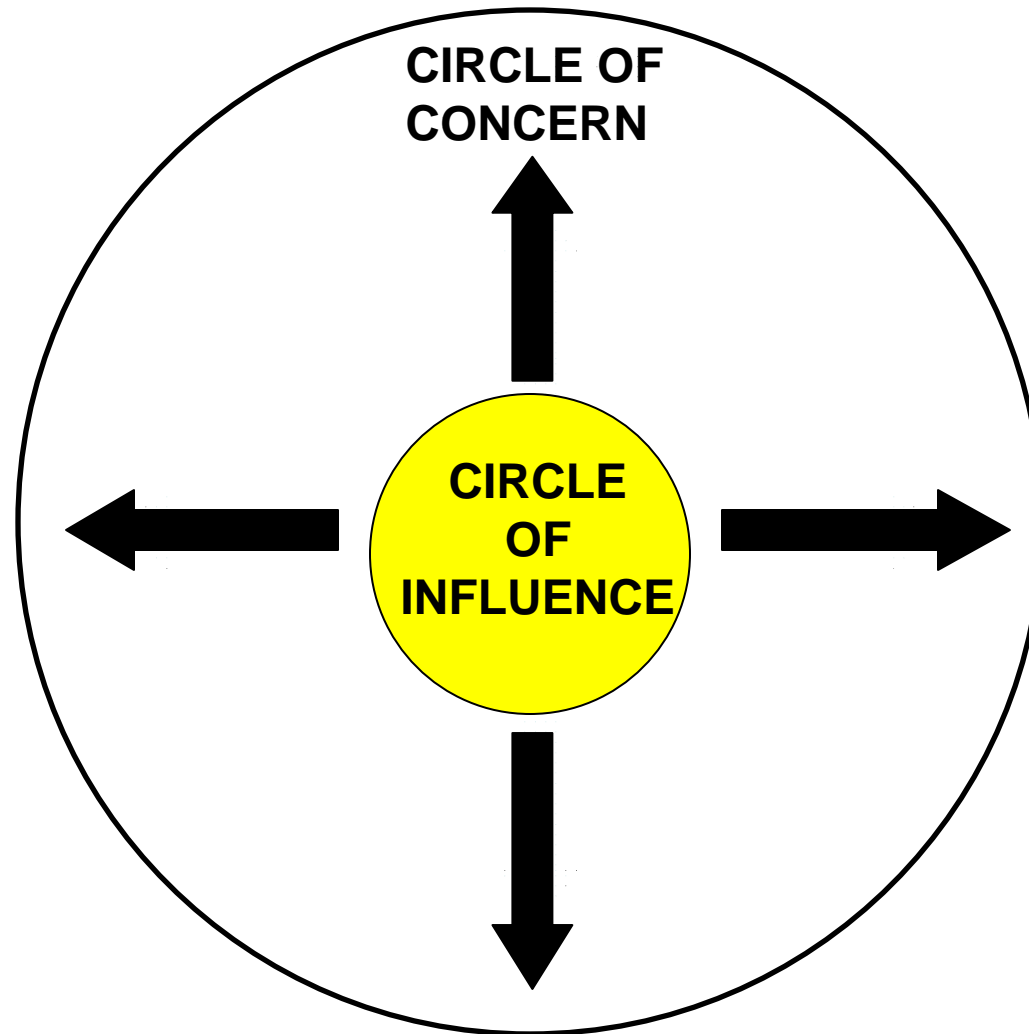


# SEVEN HABITS OF HIGHLY EFFECTIVE INDIAN PEOPLE



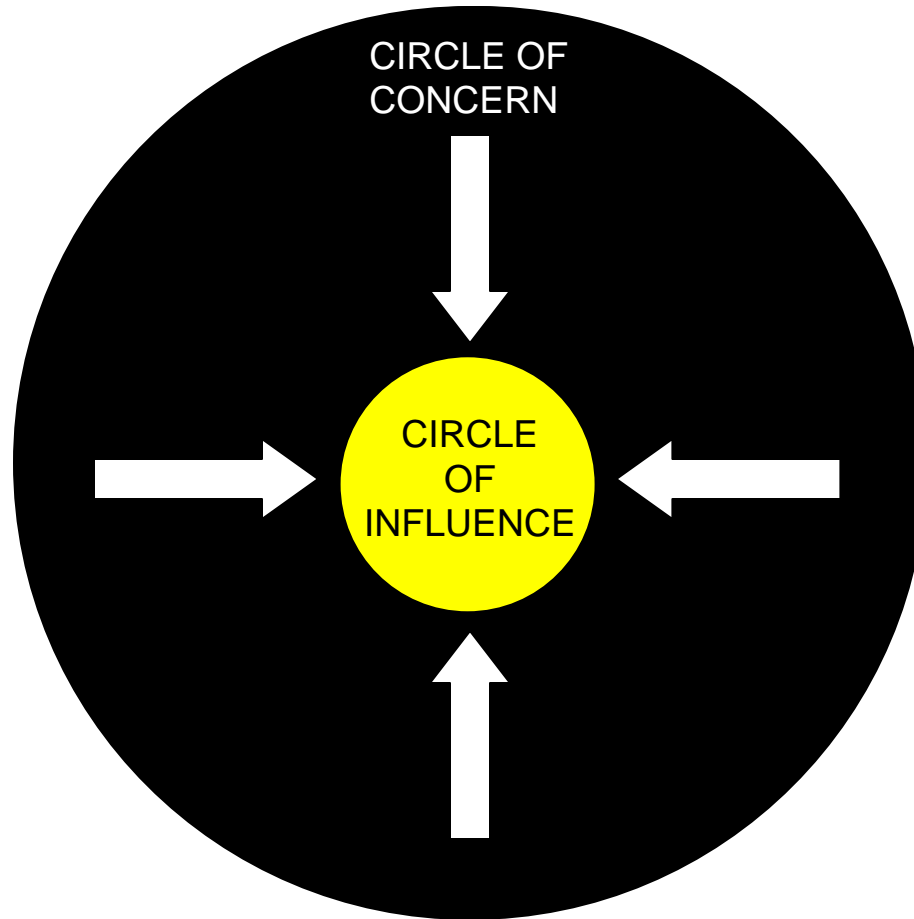
Willie Wolf  
williewolf@redroadleadership.com

# PROACTIVE FOCUS



The power to choose your own response to whatever happens, based on your values

# REACTIVE FOCUS



Responding on the basis of feelings that are aroused  
because of conditions

# REACTIVE MODEL



# PROACTIVE MODEL



# REACTIVE

There's nothing I can do

That's the way I am

He makes me so mad

They won't allow that

I have to do that

I must

If only...

# PROACTIVE

Let's look at our alternative

I can choose a different approach

I control my own feelings

I can create an effective presentation

I choose

I prefer

I will



# BEGIN WITH THE END IN MIND

## Vision

- Personal vision should be inspiring
- State purpose in life
- Represents desire, dreams, Hopes
  - Includes goals and plans

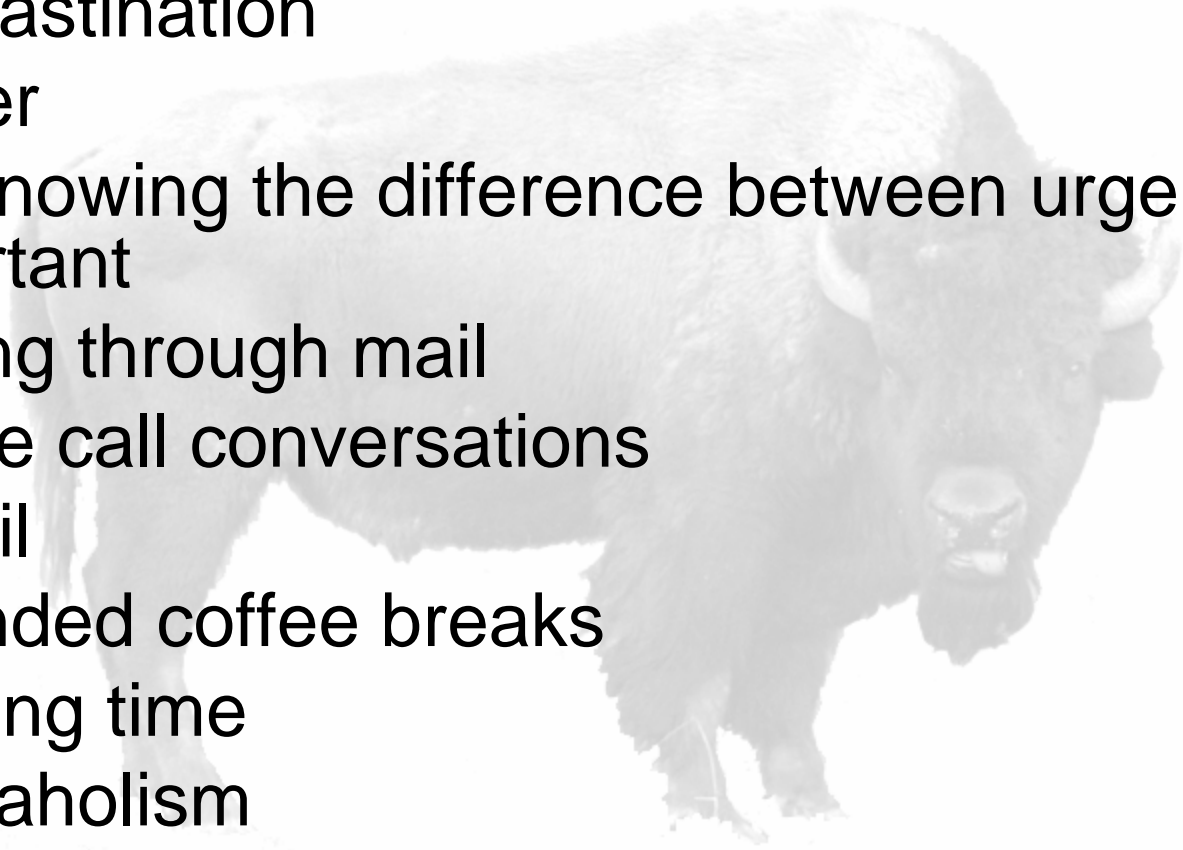
# Organizational mission

- Clearly state philosophy of organization
- Serves as a guide for all activities and functions
- Inspire staff and others who receive services
- Should be clearly visible
- Every staff member should be able to recite it

“Leadership is the capacity to translate vision into reality.” Warren Bennis

# FIRST THINGS FIRST

## TIME WASTERS

- Procrastination
  - Clutter
  - Not knowing the difference between urgent and important
  - Sorting through mail
  - Phone call conversations
  - E-mail
  - Extended coffee breaks
  - Meeting time
  - Workaholism
  - Consistently late to appointments
- 

# DIFFERENT FORMS OF TIME

- INDIAN TIME
- LINEAR TIME
- NATURAL TIME
- SPIRITUAL TIME



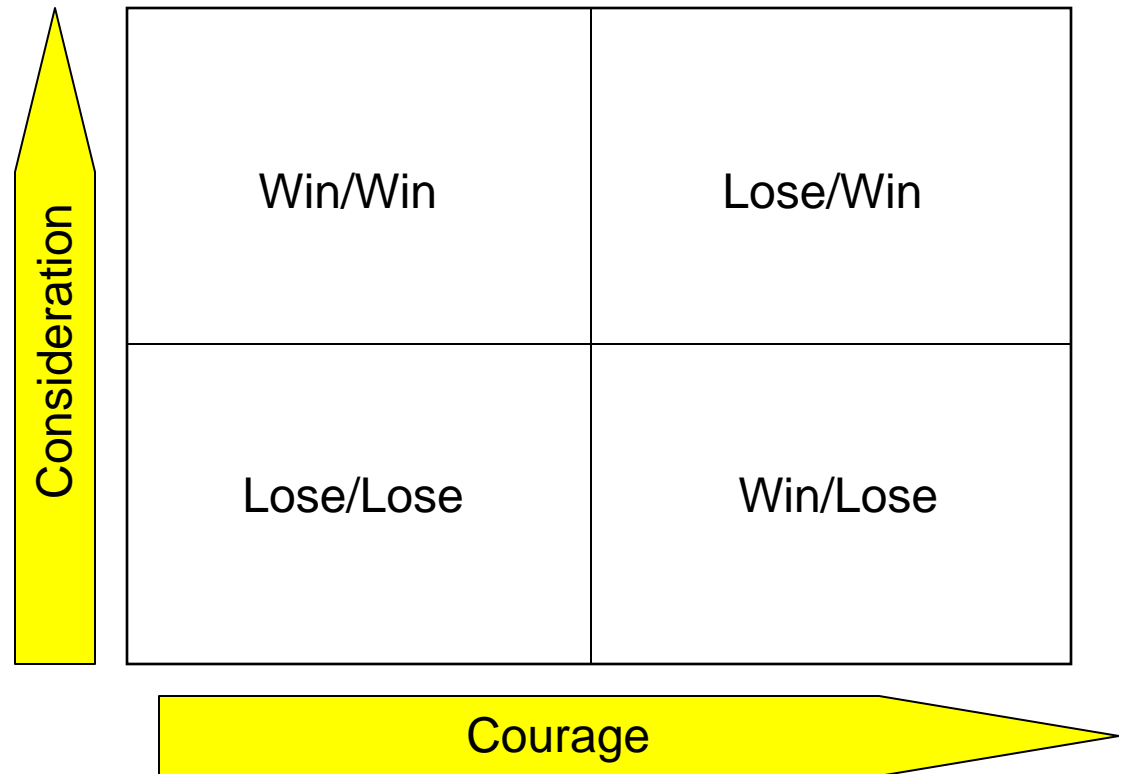
# **SEEK FIRST TO UNDERSTAND THEN TO BE UNDERSTOOD**

- IDENTIFY LISTENING BARRIERS
- LISTEN EMPATHICALLY
- BE SENSITIVE TO CULTURAL DIFFERENCES
- RECOGNIZE BODY LANGUAGE AS A FORM OF COMMUNICATION
- USE TALKING CIRCLE TO BUILD TRUST AND IMPROVE LISTENING
- DEFINE BENEFITS OF GIVING YOUR THOUGHTS AND OPINIONS

# THINK WIN/WIN

## EMOTIONAL BANK ACCOUNT

- Honesty vs deceit
- Loyalty vs duplicity
- Forgiveness vs grudge
- Kindness vs unkind
- Respect vs Disrespect



# SYNERGY



- Sum of parts is greater than the whole.
- $1 + 1 = 3, 5, 10, 100$
- Define
- Their way
- My way
- Brainstorm
- Synergize (The third alternative)

# SYNERGY

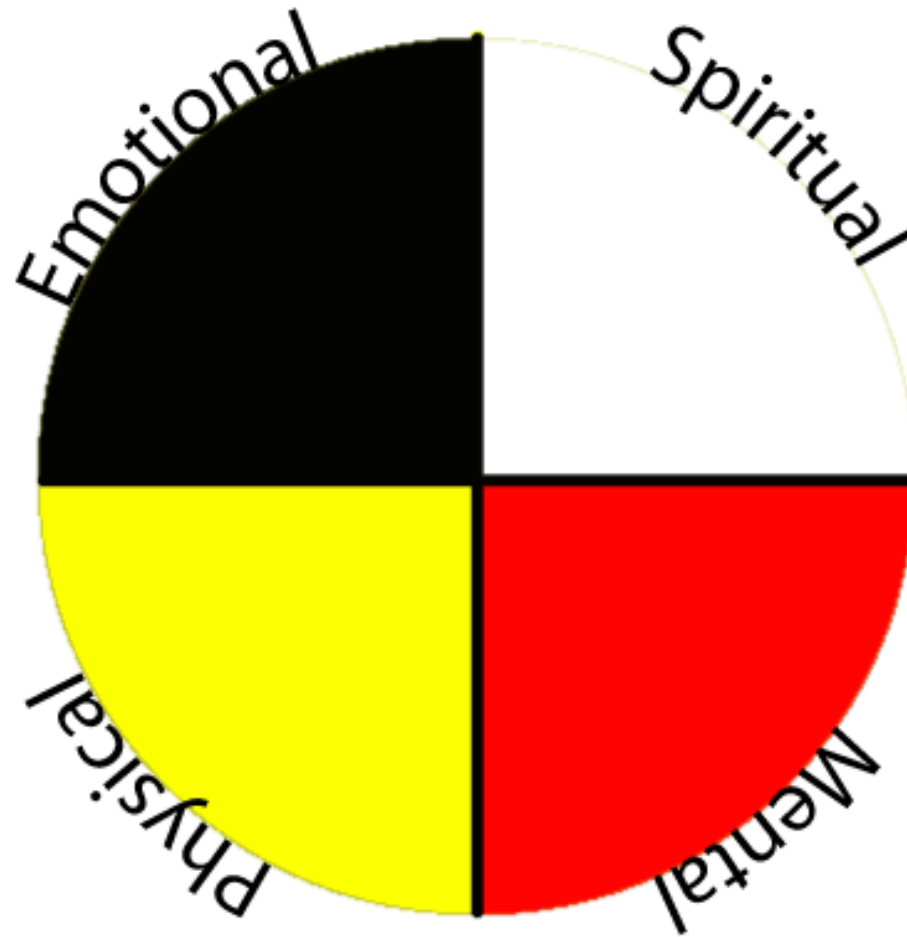
## SYNERGY IS:

- \*Valuing the differences
- \*Teaming
- \*Having open-mindedness
- \*Finding new and better ways

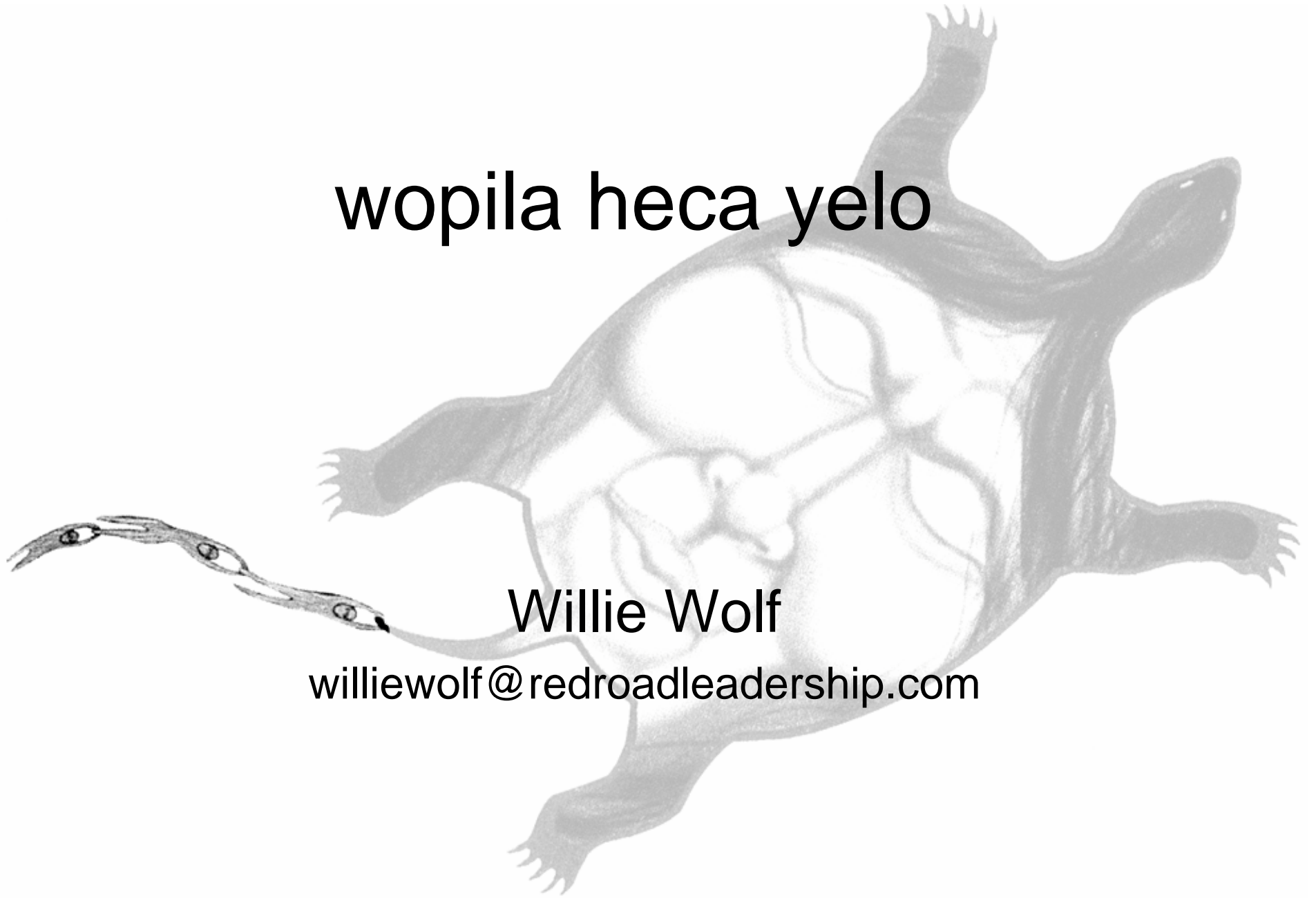
## SYNERGY IS NOT:

- \*Tolerating differences
- \*Working independently
- \*Thinking you're always right
- \*Compromising

# SHARPEN THE SAW



wopila heca yelo



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