

# The Habits of Mind, Heart and Effectiveness

Steven Covey's - Habit Three - "Put first things first."

Make your work important but NOT urgent.

Go for quadrant II

|               | Urgent  | Not Urgent   |
|---------------|---|--|
| Important     | <b>I</b> <ul style="list-style-type: none"> <li>&gt; Crises</li> <li>&gt; Pressing problems</li> <li>&gt; Firefighting</li> <li>&gt; Major scrap and rework</li> <li>&gt; Deadline-driven projects</li> </ul>   | <b>II</b> <ul style="list-style-type: none"> <li>&gt; Prevention</li> <li>&gt; <i>Production capability</i> activities</li> <li>&gt; Relationship building</li> <li>&gt; Recognizing new opportunities</li> <li>&gt; Planning</li> <li>&gt; Re-creation</li> </ul> |
| Not Important | <b>III</b> <ul style="list-style-type: none"> <li>&gt; Interruptions</li> <li>&gt; Some calls</li> <li>&gt; Some mail</li> <li>&gt; Some reports</li> <li>&gt; Some meetings</li> <li>&gt; Proximate pressing matters</li> <li>&gt; Popular activities</li> <li>&gt; Some scrap &amp; rework</li> </ul> | <b>IV</b> <ul style="list-style-type: none"> <li>&gt; Trivia</li> <li>&gt; Busywork</li> <li>&gt; Some mail</li> <li>&gt; Some phone calls</li> <li>&gt; Time-wasters</li> <li>&gt; Pleasant activities</li> </ul>   |

Covey's Time-Management Matrix

## The Habits of Mind

Habits of mind are ways of thinking which make a person more effective in ANY subject. This is HOW to think not what to think. You'll never be at a loss to know what to write on essays if you use these. These should become habits, you should always think like this.

- **Restate** the question in the answer
- Give **evidence** - Facts, quotes, numbers
- Make **connections** to other topics; everything is connected to everything.
- State the **significance** of what you are saying, why should you be heard, why is it important?
- "What if, predict..."
- State the other side, but why they are wrong, use evidence to prove it.

## **“The Seven Habits of Highly Effective People” by Steven Covey**

A paradigm shift – “Just do it”

1. Be proactive
  - Have a personal vision
  - Act or be acted upon
2. Begin with the end in mind
3. Put first things first
4. Think win/win
5. Seek first to understand then to be understood
6. Synergize
  - Creative cooperation
7. Sharpen the saw

### **The Habits of the Heart and Work**

These are related to the “Seven Habits of Highly Effective People” but these habits put the same ideas differently. The habits of the heart will develop your strength by the person knowing that he/she is not alone and all actions taken have an impact on someone else.

- Meet you responsibilities
- Your actions always affect others
- Know your opinion
- Now what?
- Know how you can make things better
- **If you love someone, set them free**

### **Questions you should always ask, in every situation.**

1. What's the question?
2. What are my values and vision?
3. What's the view point?
4. How can I understand before being understood?
  - How does this affect others?
  - How does the other person feel about this?
5. How else can this considered, what are others' view points?
6. Where do I want to be, what is the end?
7. What's the evidence?
8. How can we all win?
  - How can I improve this?
9. What difference does this make? Why is this important, significant?
10. What is my responsibility?
  - How can I improve?
11. Now what?