



8 HABITS **TOWARDS PROFESSIONAL EXCELLENCE**

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Facilitator

WHO AM I?

I am your constant companion.

I am your greatest helper or heaviest burden.

I will push you onward or drag you down to failure.

I am completely at your command.

Half the things I do you might just as well turn over to me
and I will be able to do them quickly and correctly.



WHO AM I?

I am easily managed – you must merely be firm with me.

Show me exactly how you want something done and after a few lessons I will do it automatically.

I am the servant of all great individuals and, alas, of all failures, as well.

Those who are great, I have made great.

Those who are failures, I have made failures.



WHO AM I?

I am not machine, though I work with all the precision of a machine plus the intelligence of a human.

You may run me for a profit or run me for ruin, it makes no difference to me.

Take me, train me, be firm with me,
And I will place the world at your feet.
Be easy with me and I will destroy you.

WHO AM I?



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HABIT 1



“**BEGIN
WITH
THE END
IN MIND**”

Covey 1989

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HABIT 2



Be

Proactive!



Classic
PEANUTS
by
SCHULZ



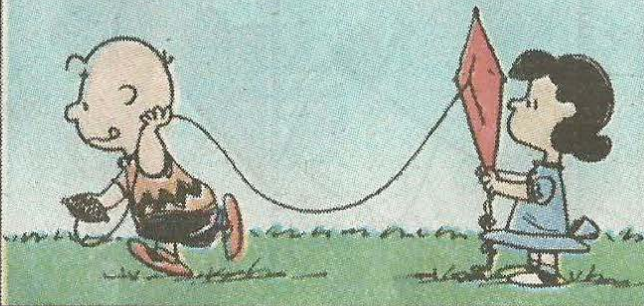
NOW, ALL YOU HAVE TO DO IS HOLD THE KITE LIKE THIS, AND THEN LET GO WHEN I TELL YOU TO...



ARE YOU READY?



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OKAY,
LET GO!!



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HABIT 3



**PUT FIRST THINGS
FIRST**

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HABIT 4

**Think
Win-Win**



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HABIT 5

Time To Learn To Listen!

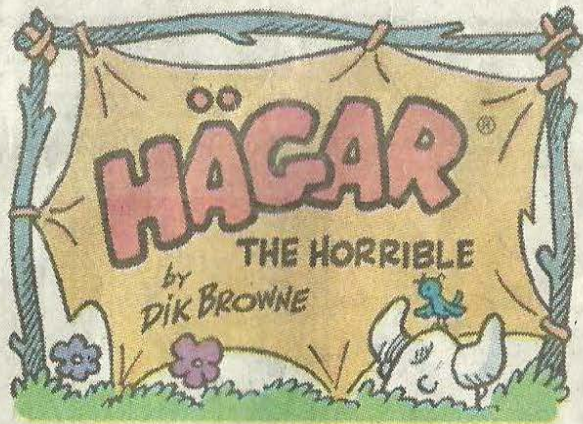


"Seek first to understand,



then to be understood."

(Stephen R. Covey)



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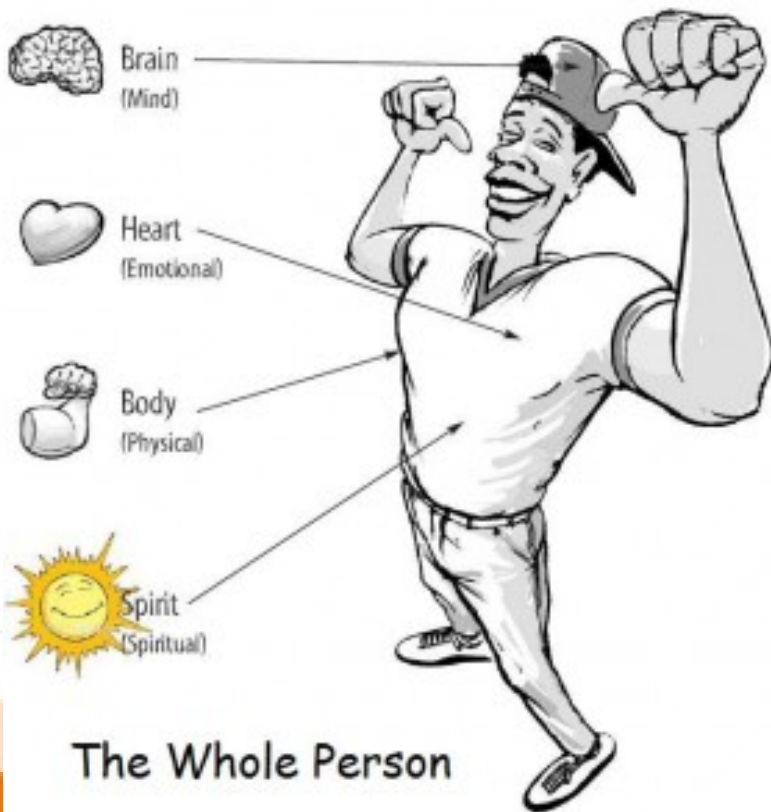
HABIT 6



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HABIT 7

SHARPEN THE SAW



HABIT 8



SPIRITUAL
UPLIFTMENT

THE TIME MANAGEMENT MATRIX

	URGENT	NOT URGENT
Important	I ACTIVITIES: Crises Pressing Problems Deadline-driven Projects	II ACTIVITIES: Prevention, PC activities Relationship building Recognizing new opportunities Planning, recreation
Not Important	III ACTIVITIES: Interruptions, some calls Some mail, some reports Some meetings Proximate, pressing matters Popular activities	IV ACTIVITIES: Trivia, busy work Some mail Some phone calls Time wasters Pleasant activities

THE TIME QUADRANTS

	URGENT	NOT URGENT
Important	<p>1. THE PROCRASTINATOR</p> <ul style="list-style-type: none">• Exam tomorrow• Friend gets injured• Late for work• Project due today• Car breaks down	<p>2. THE PRIORITIZER</p> <ul style="list-style-type: none">• Planning, goal setting• Essay due in a week• Exercise• Relationships• Relaxation
Not Important	<p>3. THE YES-MAN</p> <ul style="list-style-type: none">• Unimportant phone calls• Interruptions• Other people's small problems• Peer pressure	<p>4. THE SLACKER</p> <ul style="list-style-type: none">• Too much TV• Endless phone calls• Excessive computer games• Mall marathons• Time wasters