

Even Nerds Can Run: How the 7 Habits of Highly Effective People can Help You Handle Stress on the Job and Prepare for Your First 5k!

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Seven Habits Overview:

Habit Defined:

A habit intersects knowledge, skill, and desire:

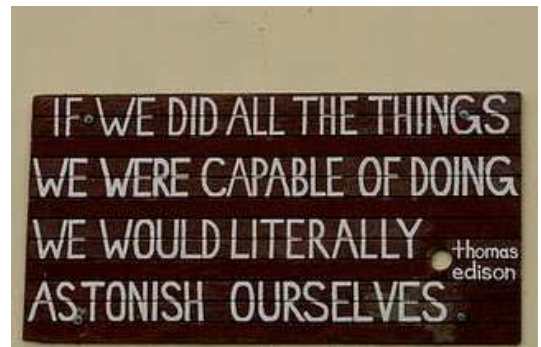
- Knowledge is *what to do and why*
- Skill is *how to do*
- Desire is motivation, the *want to do*



Habits 1, 2, and 3 deal with self mastery. Private victories precede public victories

Habits 4, 5, and 6 deal with teamwork, cooperation, and communication

Habit 7 is the habit of continuous improvement



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Habit 1: Be Proactive

There are three widely accepted theories of determinism:

- Genetic determinism holds that you inherit your personal tendencies and character.
- Psychic determinism holds that your upbringing and childhood experiences mold you.
- Environmental determinism holds that environmental factors are responsible.

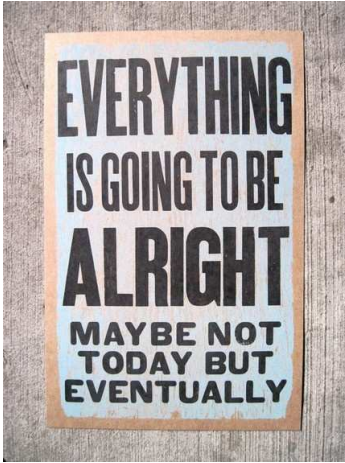
Proactivity. As human beings we are responsible for our own lives.

- Reactive people are driven by feelings, circumstances, conditions, the environment.
- Proactive people are driven by carefully considered, selected and internalized values.

Where do you focus your time and energy?

- Do you take initiative?
- Are you proactive or reactive?
- Do you know the difference between direct, indirect, or no control over situations?
- Do you understand consequences and mistakes?

Habit 2: Begin with the End in Mind



What it Means:

- To begin with the end in mind is to begin with the image of the end of your life as the frame of reference by which everything else is measured.
- We may be busy, we may be efficient, but we will only be effective if we begin with the end in mind.

Leadership and Management

- Habit 2 is based on principles of personal leadership, which means that leadership is the first creation. Management is the second creation.
- Management is doing things right, leadership is doing the right things.
- Often people get into managing with efficiency, setting and achieving goals before they have even clarified values.

A Personal Mission Statement

- The most effective way to begin with the end in mind is to develop a personal mission statement.
- The key to the ability to change is a changeless sense of who you are, what you are about, and what you value.
- Once you have a sense of mission, you have the essence of your own proactivity; the vision and values which direct your life, the basic direction from which you set your goals.

Assignment:

Write a mission statement for your life.

- What is at the center of your life?

Habit 3: Put First Things First

- Habit 3 is the exercise of **independent will** toward becoming principle centered.

The Power of Independent Will

- The degree to which we have developed our independent will is measured by our personal integrity.
- Integrity is the value we place on ourselves.
- Effective management is putting first things first.

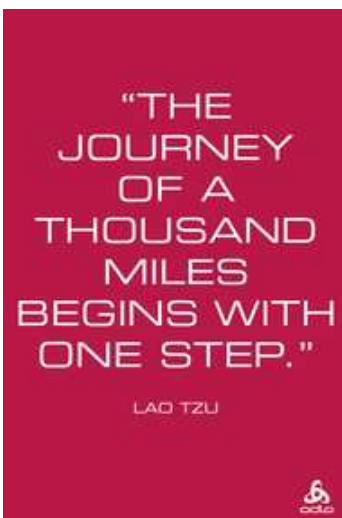
Habit 4: Think Win/Win

Six Paradigms of Human Interaction

- Win/Win
- Lose/Lose
- Win/Lose
- Win
- Lose/Win
- Win/Win or No Deal

Win/Win or No Deal

- If we can't find a solution that would benefit both parties, we agree to disagree.
- Most realistic at the beginning of a relationship or enterprise.



Habit 5: Seek First to Understand, Then to be Understood

Character and Communication:

- Communication is the most important skill in life
- If you want to interact effectively with me, to influence me, you first need to understand me.
- You have to build the skills of empathic listening on a base of character that inspires openness and trust.

Seek to Be Understood:

Knowing how to be understood is the other half of Habit 5 and is crucial in reaching Win/Win solutions.

The essence of making effective presentations:

- Ethos -- your personal credibility.
- Pathos -- the empathic side.
- Logos -- the logic.

When you can present your own ideas clearly, specifically, visually and in the context of the paradigms of your audience, you significantly increase the credibility of your ideas.

Habit 6: Synergize

Synergy

- The exercise of all the other habits prepares us for the habit of synergy.
- Synergy. The whole is greater than the sum of its parts.
- Few people experience synergy in their lives because most people have been scripted into defensive or protective communications.
- Synergy can be unnerving unless one has a high tolerance for ambiguity and gets security from integrity to principles and inner values.

Tip:

Don't take insults personally, sidestep negative energy, look for good in others, express ideas, feelings, and experience in a way that will encourage others to do so.

Habit 7: Sharpen the Saw

Four Dimensions of Renewal

- Physical
- Spiritual
- Mental
- Social

Tip: Spend at least one hour a day in activities in these areas—renewal in one habit synergistically increases our ability to live the rest.

Physical: Involves caring effectively for our physical body

Spiritual: Involves your core, your center, your commitment to your value system

Mental: Renew your mind by reading often, sharpening your mind with your own journal writings—examining your own experiences, and insights

Social: Develop relationships with others—value them based on your principles, value-based—-independent—worthwhile to renew your core.

Utilizing the 7 habits can help you on a daily basis. Sharpening the Saw is the habit that extends good to others on a daily basis. By Sharpening the Saw you are focusing on your own core, which in turn affects your daily interactions with others.

How to make a change:

- Decide what you want to do and make it happen
- Make a commitment to yourself and don't let yourself down
- Encourage others to join your journey
- Change your daily attitude (instead of saying..."crap it's Monday"...say, "A NEW Day is Waiting for You!")
- Rise each morning with the end in mind
- Eat more fruits and vegetables and less processed foods
- Exercise at least 5 days a week
- Take time for personal meditation
- Volunteer as often as you can—give back to others in need
- If you fail once, try again—you are your own destiny
- "No matter how slow you go, you are still lapping the person on the couch!"
- "If it doesn't challenge you, then it doesn't change you!"
- Learn to let go of negative energy and remove yourself from damaging relationships—don't bring negative energy to the office—replace with positive ideas
- The more you work on your core—the more your daily life in the office will be stress free
- Find YOUR Balance!



5k Training Methods:

- **Couch to 5k program
iPhone and Android
App Available**

Or

- **Hal Higdon**

Or

- **Jeff Galloway**

Tips:

Start out slow:

- Run for 60 seconds, walk for 90
- Work your way to 3 minutes alternating with walking
- Then work your way to 5, 8, 10, 15, 20, 30, etc.
- Follow a plan—read books on training—websites—eat healthy!
- Always alternate with walking as needed.

Sign up for a 5k.

- Don't worry about time. Just FINISH!
- Whether it's a 14 minute mile or a 7 minute mile—it's still a mile!
- Cross Train at least two times a week and run/walk 3 times a week to stay motivated:
- Cross train with a bike, elliptical, swim, strength, etc...whatever works best for you!
- Do it for you and you only...YOU

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Final Tips:

"Wake up with determination. Go to bed with satisfaction."
"Know your limitations and then defy them!"

We are on the Web!

<http://www.deltastate.edu/pages/269.asp>