

Be proactive -

You are responsible - That is response - able. You are able to choose the response you wish.

Take the initiative - if you see something that needs to be done - get on and do it. Don't wait for someone to tell you.

Look at your circle of influence and circle of concern. When you work on your circle of influence it will expand into your circle of concern.

Make and keep commitments. carefully consider what you are agreeing to.

Begin with the end in mind -

What is it you want people to say about you upon your death? Write it down. - If what you are doing now doesn't meet with what's on your paper stop doing it.

All things are created twice - 1st in your mind and then in reality. The carpenter's rule is 'measure twice and cut once'. This is about having a blueprint and being sure it's what you really want. It's easier to change the blueprint that it is to change reality. Become your own 1st creator - look at your current blueprints and consider if you need to create new ones.

Create a mission statement. Set out on paper what you want to be. What you want to contribute and achieve.

Identify your roles and goals. This takes it to the next level of detail. We all have different roles within our lives and it's a good idea to write them down and think what our goal is for each of them. Your roles and goals will give you structure and direction to your mission.

Put 1st things 1st -

Work more in quadrant 2 than in quadrant 1. Be pleasant but say 'No' if it's not a priority. Set aside time to work on quadrant 2 activities. Book them in your calendar. Look at your roles and goals and schedule in activities to meet these. Take a longer-term view - do this on a weekly / monthly basis, not daily.

Long term organisation - Mission statement -> Roles -> Goals

Weekly organisation - Roles -> Goals -> Plans {Schedule /Delegate}

Think Win / Win -

Look for that 3rd alternative where everybody gets more.

Adopt the abundance mentality. Balance courage with consideration and show your maturity. Be trustworthy and build relationships.

- Set agreements - results not methods
- Set guidelines - principles, policies
- identify available resources
- set accountability - standards, timelines
- Define consequences - good and bad.

Seek 1st to understand then to be understood -

- Listen without preparing your response.
- Diagnose before you prescribe
- Don't listen through your own biography
- understand the power of perception. - the map not the territory.

Synergise -

This is the essence that $2 + 2 = 5$. encourage the use of people's talents, strength comes from our differences. Build the 3rd alternative. Work on the restraining forces as well as the driving forces.

Sharpen the saw -

Everyone's resolve wavers every now and then. Take the time to renew and invigorate. cover all 4 areas -

1. Physical - exercise, nutrition, stress management
2. Mental - Read, visualise, plan, write
3. Spiritual - Value clarification & Commitment, Study, meditation, reflection.
4. Social / Emotional - Service, empathy, synergy, intrinsic security.