

Dr Aleksandra Zarek, Basic Trainer, Poland



# **Enhancing integrity in time – integrating the Balance Model with 7 habits of effectiveness**

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**"Stay in Balance, Stay Positive, Stay Connected"**

# Balance Model

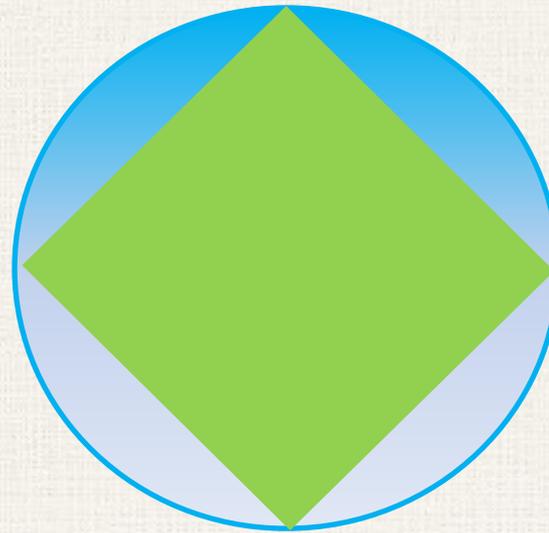


**BODY/HEALTH**

„physical aspect”

**SENSE/FUTURE**

„spiritual aspect”



**ACHIEVEMENTS/WORK**

„intelectual aspect”

**CONTACT/ RELATIONSHIP**

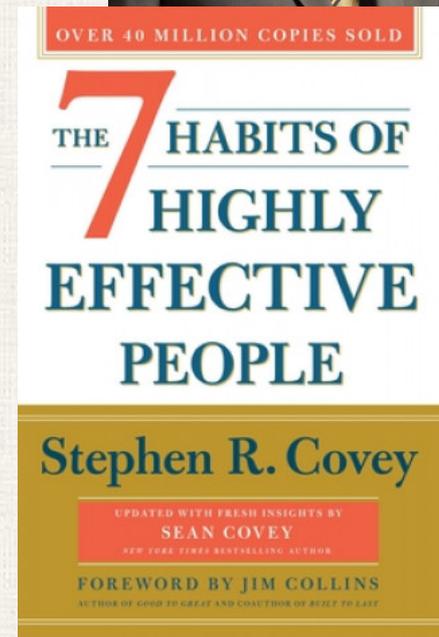
„emotional aspect”

# 7 Habits of Highly Effective People

1. Be proactive
2. Begin with the end in mind
3. Put the first things first
4. Think win-win
5. Seek first to understand, then to be understood
6. Synergize
7. Sharpen the saw



<https://www.franklincovey.com/the-7-habits/>



### **Habit 1: Be Proactive**

**Focus and act on what you can control and influence, instead of what you can't.**

It is about taking responsibility for your life. Proactive people know they choose their behavior. Reactive people are often affected by their physical environment and find external sources to blame for their behavior.

<https://www.franklincovey.com/habit-1/>

**Habit 2: Begin With the End in Mind**  
**Define clear measures of success and a plan to achieve them.**

Are you right now who you want to be, what you dreamed you'd be, doing what you always wanted to do? Be honest. If your ladder is not leaning against the right wall, every step you take gets you to the wrong place faster.

<https://www.franklincovey.com/habit-2/>

### **Habit 6: Synergize**

**Develop innovative solutions that leverage diversity and satisfy all key stakeholders.**

Synergy means „two heads are better than one“. It is teamwork, open-mindedness, and the adventure of finding new solutions to old problems. Synergy lets us discover jointly things we are much less likely to discover by ourselves. It is the idea that the whole is greater than the sum of the parts.

<https://www.franklincovey.com/habit-6/>

### **Habit 7: Sharpen the Saw.**

**Increase motivation, energy, and work/life balance by making time for renewing activities.**

Sharpen the saw means preserving and enhancing the greatest asset you have – you. It means having a **balanced program for self-renewal in the four areas of your life: physical, social/emotional, mental, spiritual.**

<https://www.franklincovey.com/habit-7/>

### **Habit 3: Put First Things First**

**Prioritize and achieve your most important goals, instead of constantly reacting to urgencies.**

To live a more balanced existence, you have to recognize that not doing everything that comes along is okay. There's no need to overextend yourself. All it takes is realizing that it's all right to say no when necessary and then focus on your highest priorities.

<https://www.franklincovey.com/habit-3/>

### **Habit 5: Seek First to Understand, Then to Be Understood**

**Influence others by developing a deep understanding of their needs and perspectives.**

Most people listen with the intent to reply, not to understand. Doing so, you filter everything you hear through your life experiences, your frame of reference and decide prematurely what other people mean before they finish communicating.

<https://www.franklincovey.com/habit-5/>

### **Habit 4: Think Win-Win**

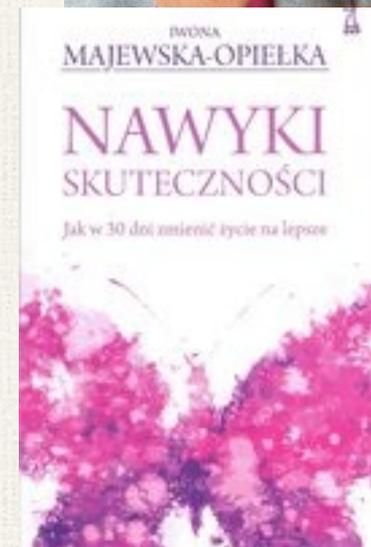
**Collaborate more effectively by building high-trust relationships.**

Win-win sees life as a cooperative arena, not a competitive one. It is a frame of mind and heart that constantly seeks mutual benefit in all human interactions. Win-win means agreements or solutions are mutually beneficial and satisfying.

<https://www.franklincovey.com/habit-4/>

# Habits of effectiveness in practice

- 1: Be Proactive.** It is about acting „consciously”: „Between a stimuli and reaction is located all our humanity, our greatest strenght”.
- 2: Begin With the End in Mind.** We need to know what is the most important for us in life. How we want to live.
- 3: Put First Things First.** It is using time rationally and acting in congruence with our mission in life.
- 4: Think Win-Win.** We need to know what is wining for us not to put ourselves in the „loosing” position (Politeness!)
- 5: Seek First to Understand, Then to Be Understood.** It is about sitting and listening and saying nothing. This is very difficult!
- 6: Synergize.** Keeping balance in all 4 areas of life by acting harmoniously in the roles we chose.
- 7: Sharpen the Saw.** It is about „loading batteries” every day by taking care of ourselves in 4 aspects: physical, social/emotional, mental, and spiritual.



# Exercise 1: Roles

(individually), 10 min.

**Think of different roles you agreed to take in your life and note them down – make a list of roles.**

*„Roles represent your key-relationships, your areas of responsibility.“*

You may think of professional roles like a psychologist, a psychotherapist, a trainer or „business person“. You may have role of a mother, a partner, a „housewife“, a sister. Don't forget that you are also a human being, a man or a woman.

**Think of that what those roles mean for you. Which are most important?**

**Place the roles from the list in 4 areas of the Balance Model and shortly describe them for yourself. Concentrate on the most important roles.**

(e.g. I place the role of a woman and a wife in the area of the BODY, the roles of a mother, a sister and a friend in the area of the CONTACT, the roles of a academic teacher and a therapist in the are of ACHIEVEMENTS and in the ares of SENSE I place thoughts about their importance, hierarchy and ideas how to balance them).

## Exercise 2: **Time travel**

(individually + small group), 5 min + 10 min.

Imagine that today is your 85th birthday and you invited everybody from your surrounding that is somehow important for you: your parents, children, partner, other family members, friends, coworkers, neighbours, acquaintances. They came to visit you and now speak aloud their opinion about you.

**What do you hear? What would you like them to say?**

If you want, note down your reflexions in a few sentences.

To the point you feel safe about it, please shortly share your reflexions from exercise 2 with people in small group (3-4 people). Make sure that everyone was given some time to speak.

**Tell them what you have discovered for yourself.**

## Exercise 3: **Changes** (3-4 people), 15min.

Please, think about that **how you plan to realize your most important roles in the future.**

- Are you satisfied in the way you manage your roles?
- What (in any) changes would like to make in the way you manage your roles?
- Which capabilities would you need to make these changes happen?
- Which of those capabilities are your strong points?

Choose **up to 3 roles** that you would like to change/improve. Think of **the most important actions you have already undertaken and things you plan to do in the next year.** Be specific. If you need, make some notes.

**Share your ideas and plans** with partners in a small group (3-4 people). Make sure that everyone was given some time to speak.