

Check-list of highly effective routines:-

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1. **Be Proactive**
2. **Begin with the End in Mind**
3. **Put First things First**
4. **Think Win/win**
5. **Seek first to Understand**
6. **Synergise**
7. **Sharpen the Saw**

The 7 key routines to maximise the effectiveness of all that you do:-

Routine 1 - BE PROACTIVE:-

Someone who always acts is more effective than those who wait to be acted upon a 1000 times over

Reactive people tend to dwell on things they can't control. They complain, lame and feel victimised. That's negative, along with neglect of things they could do something about, gradually narrows their Circle of Influence.

Routine 2 - BEGIN WITH THE END IN MIND:-

Everything is created twice. Once as an idea and then as a physical reality. Consider situations, but think them through and then be prepared to test with patience.

This also means put yourself in their position. If your asked provide something, before you hand it over stop. What did they want if for, have you given them enough to do what they wanted.. have you tested that, from their prospective.

Routine 3 - Put first things first: -

Time management is crucial, especially for managers.

Priorities for time fall into a quadrant of urgent and non-urgent, important and unimportant. The best work is done when important things are tackled in an on-urgent work climate. In the long run, this reduces the amount of things needing urgent attention.

Routine 4 - Think Win/win:-

Win/Lose thinking has become rationale. People think that if someone else is gaining, they must be losing out. This is destructive and unnecessary.

Win/win thinking can be a complete philosophy by which to live and do business. This means a constant search for mutual benefit in every situation.

It takes some practice (like giving up a bad habit) but you can convert any situation from win/lose to win/win, just think it through - this way you will retain positive thoughts.

Routine 5 Seek first to understand: -

All professionals, from Doctors to engineers, diagnose before prescribing solutions. This should be the governing principle in all personal interactions. The understanding of others forms the basis of Win/win thinking (understand heir thoughts and gauge what they see as fair so you know the win/lose limit).

The key to this is empathetic (hospitable/friendly) listening. This means don't listen with your mind on your reply - you must listen with interest and enthusiasm.

Routine 6 - Synergise: -

Synergy is "Harmony", "Team-work", and "Cooperation". To synergise is to have all parts pulling together, in the same direction and the reverse is so if they pull apart.

Creating synergy in your home or work place means unifying and harnessing all the diverse strengths and creative talents everyone in it has. The results can be miraculous.

Routine 7 - Sharpen the Saw: -

Someone found a woodcutter working furiously. Noticing the man's saw was very blunt, they suggested he take a few minutes of to sharpen it. He replied that he as far too busy!

Taking the time out for renewal - physical, spiritual, mental and social/emotional - is essential!

By Phill Smith.

Resource from "7 Habits of effective people" by Stephen Covey

True effectiveness is achieved by having these routines which will benefit you and form character

Quote: Unless the job means more than the pay it will never pay more! (H Bertram Lewis)

Quote: If you are content with what you have done you will never be famous for what you are doing! (P Smith)

Quote: Keep out of the suction caused by those that drift backwards! E K Piper)

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