

The 7 habits of highly effective people- Stephen Covey

Recordatorio: son las palabras del autor que más me han marcado. Destaco las siguientes citas.

Stephen started asking questions.

Common sense is not common practice.

His enthusiasm was contagious.

``I'm sorry, I lost my temper with you``.

Primera parte

Page 13: He found happiness by loving others.

Page 13: He loved the feedback.

Will they be relevant in the future. Identify the natural law that governs the results you seek.

Common challenges: Fear and insecurity; I want it now; Blame and victimism; Hopelessness; Lack of life balance; ``what's in it for me?``; The hunger to be understood; conflict and differences; personal stagnation (Body, mind, heart, spirit).

Page 20: To learn and to not do is not learning.

Page 25: How perceptions are formed, how they govern the way we see, and how the way we see governs how we behave. The pygmalion effect.

Page 26: The autobiography of Benjamin Franklin.

Page 31: A map is simply an explanation of certain aspects of the territory. That's exactly what a paradigm is. It is a theory, and explanation or a model of something else.

Page 31: The fundamental problem is not the behaviour or attitude, it has everything to do with having a wrong map.

Page 35: It's not logical, it's psychological.

Page 39: A veces no tienes que reparar o cambiar las hojas de tu árbol, sino cortar o cambiar el problema desde la raíz.

Page 42: Principles are not practices. A practice that works in one circumstance does not necessarily work in another one. Value correct principles.

Page 45: How can we remember our ignorance, which we are using our knowledge all the time?

Page 50: The significant problem we face cannot be solved at the same level of thinking that we were at when we created them.

Page 51: Be kind, spread positive energy, understanding, emphatic, consistent, responsible, helpful, contributing, trustworthy.

Page 52: We need to think differently, to shift our paradigms to a new, deeper, inside-out level.

Page 57: Independent people can get what they want through their own effort. Interdependent people combine their own efforts with the efforts of others to achieve their greatest success.

Page 58: Independent people who don't have maturity to think and act interdependently may be good individual producers, but they won't be good leaders or team players.

Page 59: You can achieve far more with other people than you can ever do it alone. If I am intellectually interdependent, I need the best thinking of other people to join with my own.

Page 62: True effectiveness is a function of two things; 1) what is produced and 2) the producing asset or the capability to produce.

Page 63: Our most important financial asset is our own capacity is to earn (learn)

Page 64: Always treat your employees exactly as you want them to treat your best customers

Page 65: Effectiveness lies in the balance.

Page 65: Your growth will be evolutionary, but the net effect will be revolutionary.

1º Hábito

Page 77 : He could decide within himself how all of this was going to affect him.

Page 77: Between stimulus and response man as the freedom to choose.

Page 77: We have imagination, the ability to create within our minds beyond our present reality. We have conscience, a deep inner awareness of right and wrong of the principles that govern our behaviour, and a sense of the degree of which our thoughts and actions are in harmony with them. And we have independent will, the ability to act based on our self awareness, free of all other influences.

Page 78: Our behaviour is a function of our decisions, not our conditions.

Page 80: Do I have the ability to choose my response ?

Page 82: What matters the most is how we respond to what we experience in life.

Page 93: Our response to circumstances affect our circumstances.

Page 94: He was driven by values and not feelings.

Page 94: He would do more than what was expected.

Page 97: The most positive way I can influence my situation is to work on myself, on my being.

Page 98: Our behaviour is govern by our principles.

Page 100: Be part of the solution not part of the problem.

2º Hábito

Page 105: To begin with the end in mind means to start with a clear understanding of your destination.

Page 107: You are either the second creation of our own proactive design, or we are the second creation of other people agenda, of circumstances, or past habits.

Page 107: Habit 1 says you are the creator, habit 2 says is the first creation.

Page 108: Leadership is the first creation.

Page 113: Plan tomorrow's work today. Hustle while you wait.

Page 114: Do not fear mistakes, fear only the absence of creative, constructive, and corrective responses to those mistakes.

Page 114: I will act on situation and opportunities, rather to be acted upon.

Page 116: Whatever is at the center of your life will be the source of your emotional anchorage, your self esteem, your basic personal strength.

Page 138: Tenemos una parte dominante de nuestro cerebro. Debemos desarrollar ambas partes y aplicarlo en nuestras vidas.

Page 139: expand your mind. Visualize in rich detail. Involve as many emotions and feelings as possible. Involve as many of the senses you can.

Page 140: a good affirmation has 5 basic ingredients: it's personal, it's positive, it's present tense, it's visual and it's emotive.

Page 143: Just as breathing exercises help integrate body and mind, writing integrates the conscious and subconscious mind. Writing crystallizes, and clarifies thought and helps break the whole into parts. Break it down into the specific role areas of your life and the goals you want to accomplish in each area. What are you about in that area? What are the values that should guide you. What's important to you?

Page 145: review and rewrite your goal. They are your goal, they reflect your deepest values, your unique talent, your sense of mission. And they grow out your chosen roles in life.

Page 151: no involvement, no commitment.

3º Hábito

Page 156: Independent will is the ability to make decisions and choices and to act in accordance with them.

Page 157: integrity is the value we place in ourselves.

Page 157: the successful person has the habit doing this that failures don't like to do.

Page 159: the challenge is not to manage time, but to manage ourselves. Satisfaction is a function of expectation as well as realization.

Page 175: Schedule your goals.

Page 178: Remember, frustration is a function of our expectations, and our expectations are often a reflection of the social mirror rather than our own values and priorities. But if you have habit 2 deep inside your heart and your mind, you have those higher values driving you. You can subordinate your schedule to those values with integrity. You can adapt and be flexible. You don't feel guilty when you meet your schedule or when you have to change it.

Page 179: delegate is the key to effectiveness.

Page 180: there are two kinds: 1) gofer delegation: go for this, go for that, do this, do that. 2) Stewardship delegation: focused on results rather than methods.

Page 183: let people learn from your mistakes and the mistakes of others.

Page 197: El autor afirma que el ingrediente más importante de la receta de las relaciones humanas, no es aquello que decimos o hacemos, sino aquello que somos.

Page 200: the most important deposit in your emotion bank account is to listen and not judge. Understand the other person.

Page 2020: the little kindness and courtesies are so important. In relationships these little things are the big things.

Page 203: people are very tender and sensitive inside.

Page 208: apologize.

4º Hábito

page 215: WIN/WIN

5º Hábito

Page 249: communication is the most important skill in life.

Page 250: if you want to interact effectively with me. first you have to understand me.

Page 250: you have to build the skill of empathetic listening.

6º hábito

They communicate back and forth until they come up with a solution they both feel good about.

7º Hábito

Page 318: to keep progressing we must learn, commit and do.

Referencias a otros libros y autores:

- ❖ E.M. Gray, autor de "the common denominator of success.
- ❖ George Sheeshan