

SIGNAL



# HIGHLY EFFECTIVE HABITS

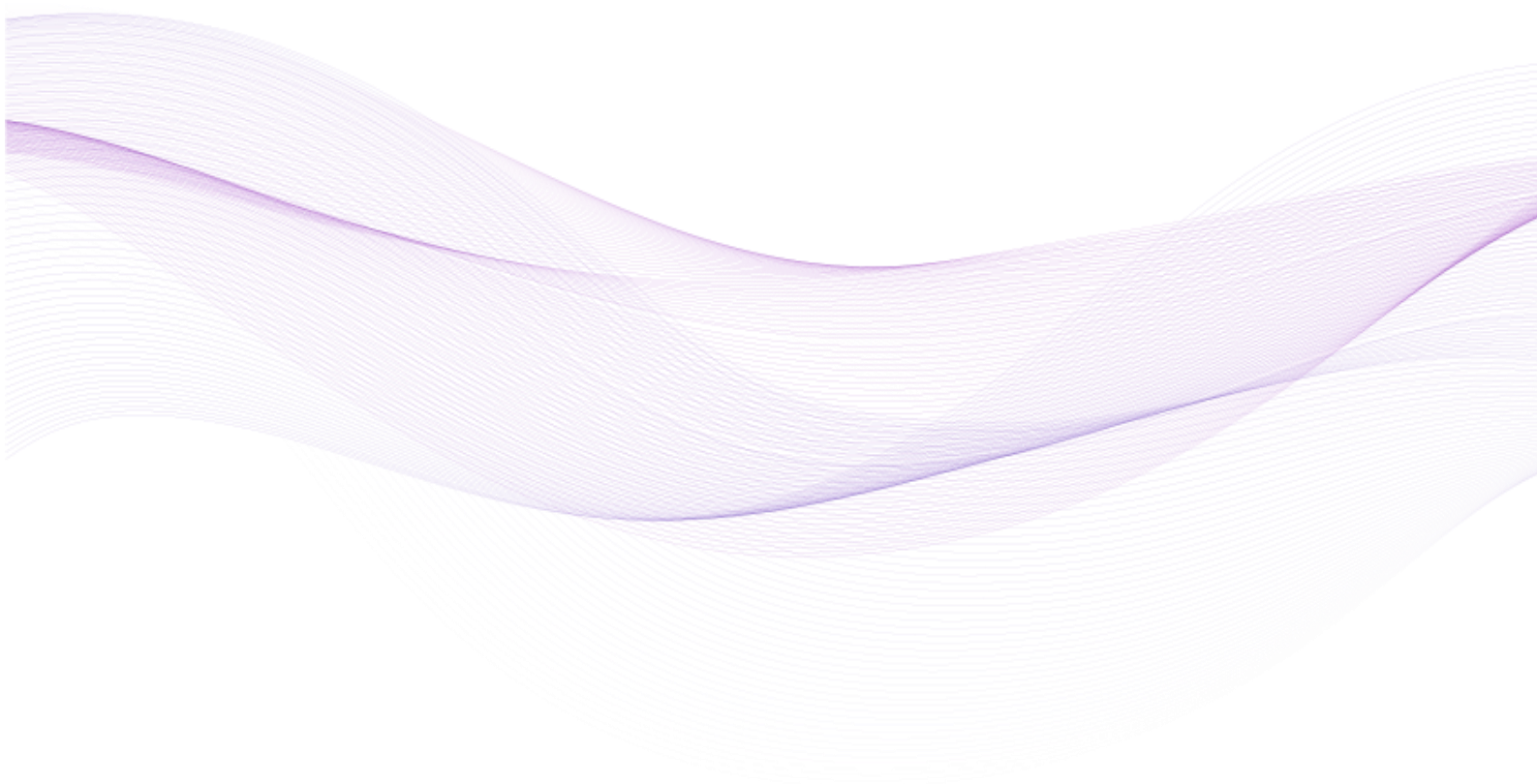
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SiGNAL BiZHUB - September 18th 2020

# Highly Effective Habits



## Overview

This month we have focused on productivity and how to create great habits to help grow your business.

With recent events it is important that you do not get blown "off course" by unproductive distractions and we hope today's workbook will underpin what you already know and help you develop some great habits.

One of the books we have mentioned is *The 7 Habits Of Highly Effective People* by Stephen R. Covey if you haven't read it then grab a copy, it's available on several formats and you could always save some cash by getting a copy from the library!

In this workbook (in no way affiliated to the original text) we will review those seven habits and give you some ideas on how you can create better routines and habits that grow your business and build your success.

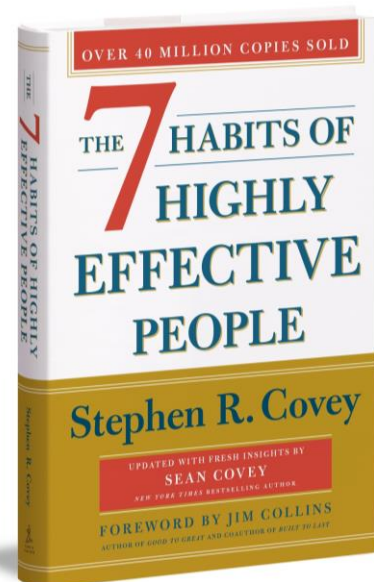
As the author Stephen R. Covey wrote about, successful people often display similar traits and we will examine them in this session.

Hopefully it gives you an insight into areas you can improve and what to look at improving first.

So, as usual, without ado... let's get on with it!

If you have any questions don't forget to raise them at Mastermind, you can book upcoming events at SiGNAL and BiZHUB here:

<https://www.signalbordon.org/events-training>



We look forward to seeing you at our next event.

**Habit 1: Don't sit and wait in a reactive mode, waiting for problems to happen before taking action.**

- Proactive – focus on what they can do/influence
- Reactive – focus on things beyond their control

**Exercise 01**

- What type of business owner are you?
- Can you think of any examples that illustrate this?
- Is there an existing issue you could be more proactive about?
- What action will you take to be more proactive?

## **Habit 2: Envision what you want in the future so you can work and plan towards it.**

Make a list of the important outcomes you are working towards and the milestones you need to hit to ensure you reach your goals. Here are some example questions for you to think about, however your goals and milestones may vary.

### **Exercise 02**

- What is your retirement plan or exit strategy?
- How long do you have to get there?
- What is your lifestyle monthly cost?
- What turnover/profit do you need to hit?

**Habit 3: FOCUS! Covey introduced this saying "The main thing is to keep the main thing the main thing." What are your priorities?**

You have a finite amount of time each week, so understanding what are critical tasks and what are mere distractions from focusing on the "main thing"?

Use the grid below to determine what you should be spending your time on every day/week/month.

### Exercise 03

	<b>Urgent</b>	<b>Not Urgent</b>
<b>Important</b>	1) Deadlines & Emergencies	2) Planning & Prevention
<b>Not Important</b>	3) Distractions & Interruptions	4) Time Wasting

## Habit 4: Think Win/Win for mutually beneficial solutions or agreements

The quickest way to derail your success is creating conflict with those you are working with. From partners (business and personal) to employees, suppliers and anyone else you may need to be "onboard". Here's a few ways to create win/win scenarios for everyone involved with your business success.

- If conflict exists, acknowledge it when it first occurs.
- Find common ground between the parties involved.
- Step back, what are all the major issues (use previous grid).
- Focus on solving the issue, not point scoring.
- Agree action points for all parties that lead to success for all.
- Communicate regularly even if there's little or no progress.

### Notes

**Habit 5: Use empathetic listening to genuinely understand a person, which compels them to reciprocate, keep an open mind to be influenced by you.**

Empathetic listening is one-step beyond active listening. With empathetic listening you are truly trying to understand how the other person feels and what significant outcomes they want, but also what personal outcomes do they need too.

They may WANT to sell something at a specific price, but they may also NEED to sell at that price as a matter of pride and principle and not "losing face". Understanding this can help you develop a strategy that they may not have thought of to help them save face and be seen as winning additional concessions that you perhaps didn't care about giving away.

This type of listening is about really understanding the person who's talking to you without judgment or snap decisions about what they mean.

**Notes**



## **Habit 6: Combine the strengths of people through positive teamwork**

We believe no one should and can build a business alone, so you need to ensure your "team" is all working towards your ultimate goals and success. (Even if a one person business, your network is your team)

### **Exercise 04**

- How can you reward teamwork a make it a priority?
- Have you clear roles, responsibilities and accountabilities?
- Have you set clear goals for your business and personnel?
- Do you communicate with each other effectively?
- Are decisions made in line with the businesses "why"?
- Are you building trust and ensuring wins for your team?
- Do you celebrate differences and diversity?
- Do you have feedback to improve teamwork processes?

## Habit 7: Continue to improve and use your skills

Coming to the BiZHUB helps you continually improve and learn new skills. Reading relevant books, and ensuring your health and wellbeing are a priority all ensure you can make the most of opportunities that come your way.

### Exercise 05

Like anything else writing down your goals around what skills you want to acquire is a useful way to ensure you are making progress.

- What skills would you like to improve in 3-6 months
- What skills would you like to improve in 6-12 months
- What skills would you like to improve in 5 years

## Conclusion

These steps help you to build great habits and ensure you are as effective as possible. But ensuring you are building a better business requires consistent effort, which in itself is a habit!

Don't feel bad if you do not manage all 7 habits in one go, try to focus on one thing at a time, and improve gradually. Improving your habits can be an incremental thing, where you give some more time each week to focusing on these 7 tips.

Go and buy Stephen R. Covey's book it will help you understand each of these 7 habits much more clearly and then you can really start to ramp up how effective you are!

Do let us know if you need help with anything and as always if you have any questions about this topic bring them to our Mini Mastermind on the 4th Week of every month.

**To Book Click Here - <https://www.signalbordon.org/events-training>**