



# Beacon Education

Supporting world-wide community education

**Seven Habits of Highly Effective People**

# 1. Be Pro-active

When things are not going well for me ...

- I can be ***proactive*** rather than ***reactive***.
- I can declare that God is in control of all I face.
- Prayer can change things.
- I focus on what I can do about things, rather than worry or complain.
- I am determined to rise about my setbacks.
- I look for solutions to push through obstacles.

# To do ...

- Discuss with a partner something that you find hard to do. What makes you feel “out of your comfort zone”?
- What is something you can do over the next 2 weeks to extend you beyond your limitations, getting out of your comfort zone.
- Share with a partner some things that worry you.
- Pray with someone about these things.

## 2. Begin with the end in mind

- What skills do I want to develop in my life?
- What attitudes and character qualities do I want to develop?
- What would I like to learn about?
- What are my goals?
- How will I prepare myself for the end of my life?

# To do ...

As a group ... name some people who are an inspiration to you.

- What challenges or barriers did they face?
- How did they break through these challenges?

And with a partner ...

- Talk about any negative words that have been spoken over your life. How can these be broken?
- Write a personal mission statement for yourself, with some positive goals of what you want to achieve.

# 3. Put first things first

- Being a “people pleaser” can rob us of time, better spent doing what we are supposed to be doing. It’s good to help people, but make sure it’s time well spent. Our duty is to please God first.
- Procrastination stops us from getting things done.
- We can make a schedule and stick to it.
- Staying up late might mean sleeping in, (losing time the next day.)
- Prioritize time for God.

# To do ...

- Make a list of things procrastinators use to stop getting things done.
- What are some fears that people may have, that cause them to procrastinate.
- Make a personal list of the important things in your life that you need to prioritize.

## 4. Win-win

- Everyone is different. Don't compare.
- Celebrate the successes of others.
- Celebrate your own successes too without being boastful or proud.
- Remember that God gives everyone our unique abilities.
- Don't be a doormat but don't be egotistical.
- Try and help others to succeed at the same time as helping yourself succeed.

# To do ...

Discuss ..

- What are some competitive aspects of our society?
- How do you feel about competition?
- Have you ever felt that you have “lost” a competition in life, and this has set you back?

# 5. Seek First to understand, then to be understood.

- Sometimes we pretend to listen to others but don't really listen to them.
- We need to genuinely tune into what people are saying.
- If we seek to understand them, it will have a positive response.

# To do ...

Discuss:

- Why is it good to *really* listen to others?
- What kind of body language would a genuine listener show?
- What would you do if the listener has an opinion that you do not agree with?

# 6. Learn from others

- We all have different personal gifts and strengths.
- You can achieve more if you work with someone who has different strengths to you.
- This is team work.
- Think: Why do migrating birds fly in 'V' formation?
- Think of someone you admire, and what can you learn from them?

# To do ...

Imagine that this group has been asked to take on a project that will help the local community.

- Choose a team leader.
- Decide on the project.
- Talk about who in the group can do what, using individual gifts and talents, or preferences for doing things.
- **Examples:** organise a clean up rubbish day; organise a fund-raising concert; organise a fund-raising market.

# 7. Sharpen the Saw

- When cutting timber, if you stop to sharpen your saw, you may think you will lose time.
- But once sharpened, the saw will cut better and you will make up for the lost time.
- If an athlete running a marathon stops for a drink of water, he can then go faster than before and not collapse. He will have a better chance of winning.
- In life, take time to rest, eat properly and exercise.
- Engage in hobbies or sports that stimulate you.

# To do ...

With a partner:

- What are some productive things you could include in your life, that will give you energy and inspiration?