

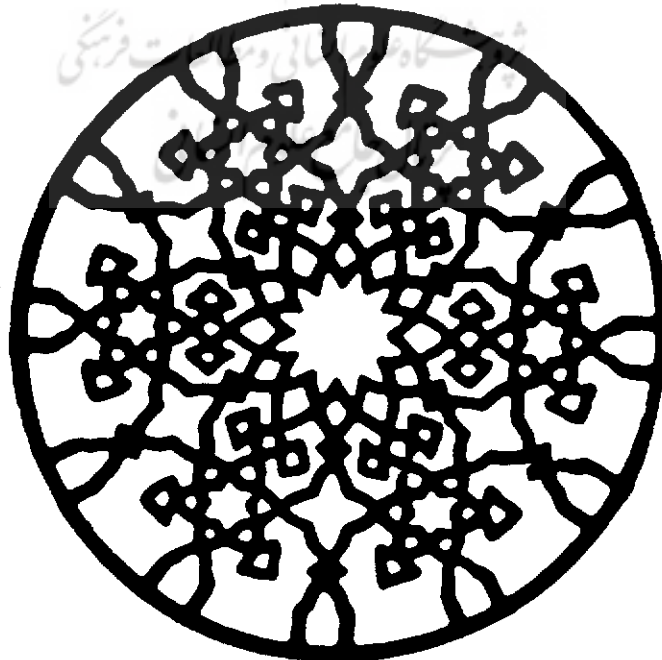
## 7. SHARPEN THE SAW

To be truly effective we must compare the results of our labor with our efforts and attempt to balance the two. We upset that balance when we fail to maintain those things in our daily life that enable us to be effective. For example can you imagine someone working so hard to saw down a huge tree that he or she does not take a moment to sharpen the saw? It does not make sense does it ?

Have you ever been so busy driving that you did not have time to stop for gas? Or perhaps you once spent twice as long vacuuming your home with a vacuum cleaner that did not pick up the dirt very well because you didn't take the two minutes necessary to stop and replace the full vacuum bag?

Make the time to develop , nourish and maintain whatever makes you effective--whether it's a material possession such as

an appliance ; a relationship ; or your own mental physical spiritual or emotional capacities . Read meaningful books . Explore new ideas. Eat healthfully. exercise regularly . Spend time with those you care about . When you routinely sharpen the saw you are really practicing all the other habits of effectiveness.



rich desert ' the boss who complains about your not working late because you want to go home and enjoy the evening with your family. To get around this you need to effectively communicate with these people and bring them around to your way of thinking . Easier said than done? Not really . In order to get the other person to listen to you to really understand your point of view, you first need to listen to him or her. One of our greatest need as human beings is to be affirmed , validated and understood.

The solution : First listen to the other person empathically using your heart as well as your ears. When you are not competing with the speaker by racing to formulate a response or to come up with a solution "you focus on his or her message . This gives the speaker psychological air. Once this basic need is met you have given the person enough breathing space to calmly take in what

you have to say. In effect you've made him or her more open to your objectives.

## 6. JOIN FORCES WITH OTHERS

When two people really understand each other they see differences not as threats to their relationship but as tools for progress.

For example an office manager who had just had a baby boy decided she wanted to spend more time with her son. She had not anticipated how much she would enjoy staying home with the infant and she was also finishing up a degree part time and needed more hours in which to study. The remedy she came up with was switching from a full-time to a part-time work schedule . She first approached her boss feeling him out on his attitude toward part-time work. He was open to the arrangement but had one stipulation--he wanted someone to be accountable

for her job on the days when she was at home . Through a series of discussions they reached an agreement . She would work only three days a week at reduced pay and the company would hire an assistant to cover for her with the money left over.

While the company had never considered part -time work for someone in her job before they admitted that her proposal was prepared and presented with a high degree of consideration for both employer and employee. Now not only dose she have more time with her son but everyone in her department has become much more productive because she had started to delegate work that should have been the responsibilities of her subordinates long ago. As a result she now has more time to devote to key projects of her own . Look for ways to work with others and you'll realize more benefits than you could ever imagine.

without her consent . She had the power to choose her response and she could choose to be happy.

## 2. BEGIN WITH THE END IN MIND

This simply means knowing what your goal is. It allows you to determine the best route to take to meet your goal and the steps that will lead you in that direction. Sometimes however we let other people or circumstances decide these matters for us -- we let them write our scripts . Effective women write their own. The smartest way to do this is by writing a personal mission statement -- a paragraph or two that focuses on what you want to accomplish in life and the values or principles upon these achievements will be based. Here are some examples of sentiments such statements might include:

\*"I will seek to balance career and family ; both are important to me."

\* "My home will be a

place where my family and friends find joy and comfort."

\*"I will encourage my children to develop their own unique talents."

\*"I will see 'do'eat' read and experience that will nurture my body and mind."

Your personal mission statement will clarify the important goals in all areas of your life and act as a compass guiding you toward them . Carry it with you in your purse or weekly planner and refer to it often.

## 3. PUT FIRST THINGS FIRST

Effective women eliminate activities that are not terribly important to them that eat up time -- watching television staying on the phone for hours -- and replace them with activities that help them realize their goals . This is the heart of effective personal management . Devote your time and energy to those matters that

will get you closer to your goals .

## 4. THINK WIN-WIN

Many women say they know what they want but sometimes have a hard time going after it because of the conflicts that it creates. One of our most widely accepted -- and deeply flawed -- beliefs is that for one person to win another must lose . Effective women know that both parties can win and they seek out a third solution that benefits both sides. This way both spouses obtain their goals. This may seem like a compromise but it is not really. Because each cares about the other both prefer this arrangement over a win - lose solution.

## 5. SEEK FIRST TO UNDERSTAND "THEN TO BE UNDERSTOOD

Sometimes people not time or money--are the obstacles that stand between you and your goals. The friend who tries to tempt you to break your diet with a



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8 Habits of effective Women

Whether you want to lose weight be a better mother or become a better student you must be effective. That means being determined strong and able to communicate well with others. In short , effectiveness is about realizing your ultimate vision of a happy fulfilling and meaningful life. Sound elementary Well it is and it is not . You'd be surprised how many people stumble while trying to pull it off. The eight habits discussed here are proven strategies for women to avoid glitches. The actions and mind - sets will take a little time before

they become second nature but the payoffs -- attained goals and a more purposeful life are well worth the effort.

### 1. ASSUME RESPONSIBILITY FOR YOUR HAPPINESS

Many Societies reinforce the false perception that we have no control over our lives. For example we are over weight because our mother was. We cannot quit the job we have because we may not be able to find another job. In short we cannot change the way things are. This is a reactive view of the world. Stimulus leads to response. In reality

while we cannot always control a situation you have the power to choose your response. In this choice lies your potential for growth success and happiness.

We retain the power to make ourselves happy regardless of the circumstances at hand . A woman whose husband has lost his job for one reason or another found herself deep within the confines of his depression. Nothing she could say or do, could make him feel better . Then one day she realized that while she could not stop him from feeling miserable he could not make her miserable