

# ***From COVID to SuperBit: Normalised the Abnormal Habitual Action***



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# To Do



**YOU CAN NEVER GET IT ALL  
DONE.**



**THE MORE YOU DO, THE  
MORE THERE IS TO DO.**



**TIME SPENT DOING ONE  
THING MEANS TIME TAKEN  
AWAY FROM ANOTHER.**

# To Do

If everything is important, then nothing is important.

Work expands to fit the time.

# Motivation – Why should I pay attention?



Demanding workload.



Stress at home, work and school.



Leading to burnout.



Need to learn how to work smarter not harder.

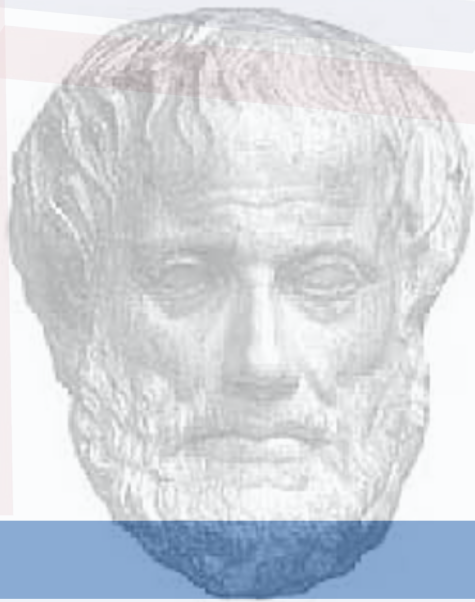
# Habits



Building blocks of a powerful model for personal change.



Plan, organize and execute around priorities, gaining control of our lives.



# Habits



“We are what we repeatedly do. Excellence then, is not an act, but a **habit.**” -  
*Aristotle*

“A habit is at the intersection of knowledge, skill, and desire - Covey

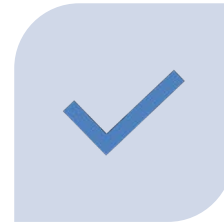
# Habits



**HABIT 1 - BE PROACTIVE**



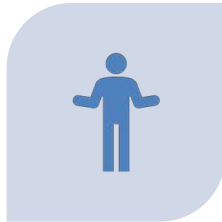
**HABIT 2 - BEGIN WITH THE END IN MIND**



**HABIT 3 - PUT FIRST THINGS FIRST**



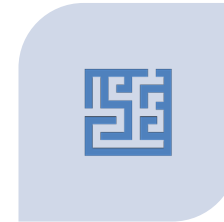
**HABIT 4 - THINK WIN/WIN**



**HABIT 5 - SEEK FIRST TO UNDERSTAND, THEN TO BE UNDERSTOOD**



**HABIT 6 - SYNERGIZE**



**HABIT 7 - SHARPEN THE SAW**



# Habit 1 - Be Proactive



**More than just taking initiative.**



**Taking responsibility for our lives.**



**Behavior is a function of our decisions not our surroundings.**



**We are in control not being controlled.**

# Habit 2 - Begin with the End in Mind

Everything we do is examined within the context of the whole.

First, we must know our destination.

Second, we must formulate a plan to take us there.

Otherwise, others will tend to shape our agenda.

Plan is in the form of a personal mission statement.

Consider our various roles.

# Habit 3 - Put First Things First

Useful tool is  
Covey's Time  
Management  
Grid.

Developing a  
priority system -  
saying *yes* to  
something means  
saying *no* to  
something else.

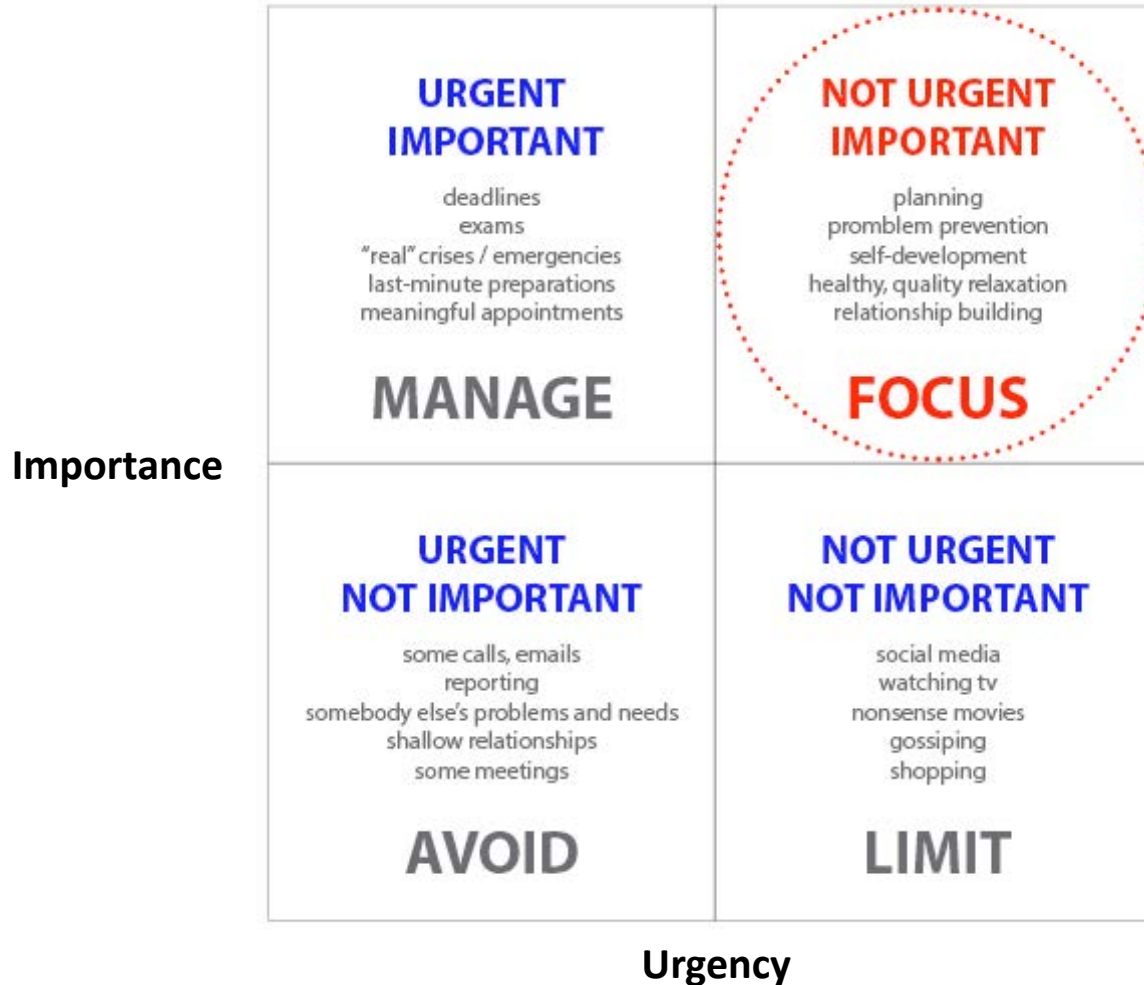
Personal  
Management

- Manage ourselves  
focusing on  
relationships and  
results.

Different from  
time  
management.

- To-do lists which  
focus on things and  
time.

# Time Management Grid



# Habit 4 - Think Win/Win



Preferable to the alternative where one or more parties lose.

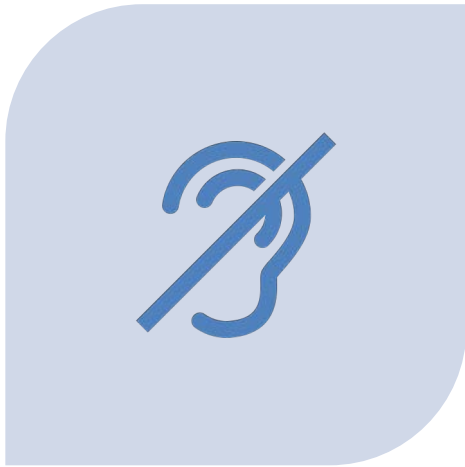


Not readily visible.



Develop a deep understanding of the situation and the individual.

# Habit 5 - Seek First To Understand, Then to Be Understood

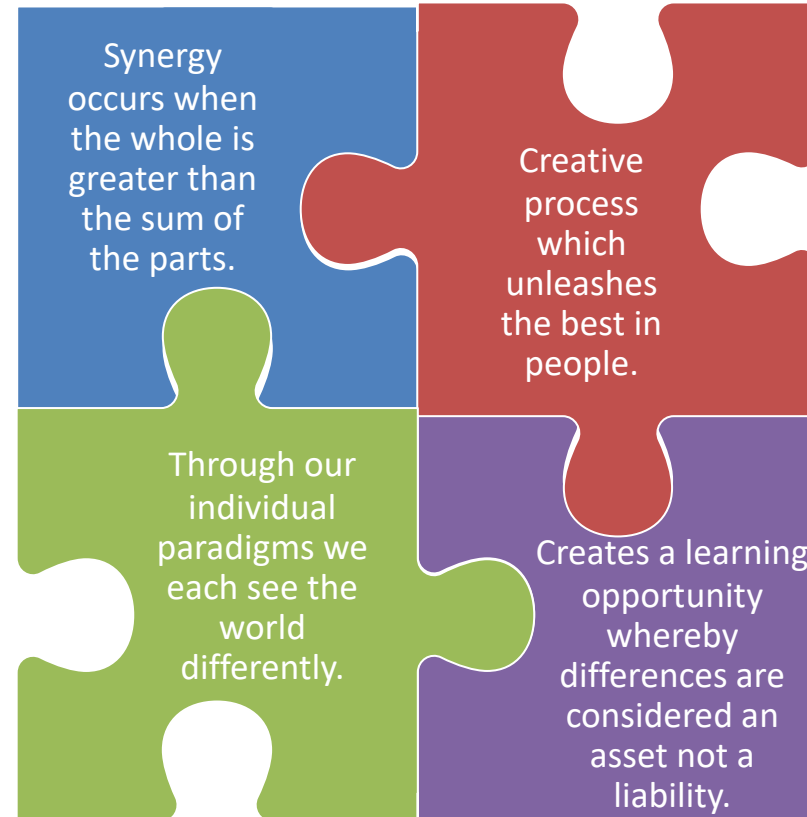
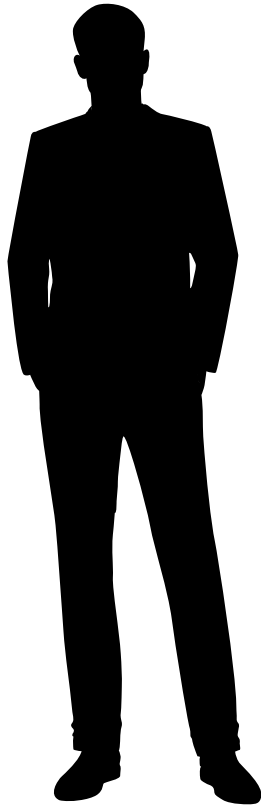


LISTENING WITH THE INTENT  
TO UNDERSTAND.

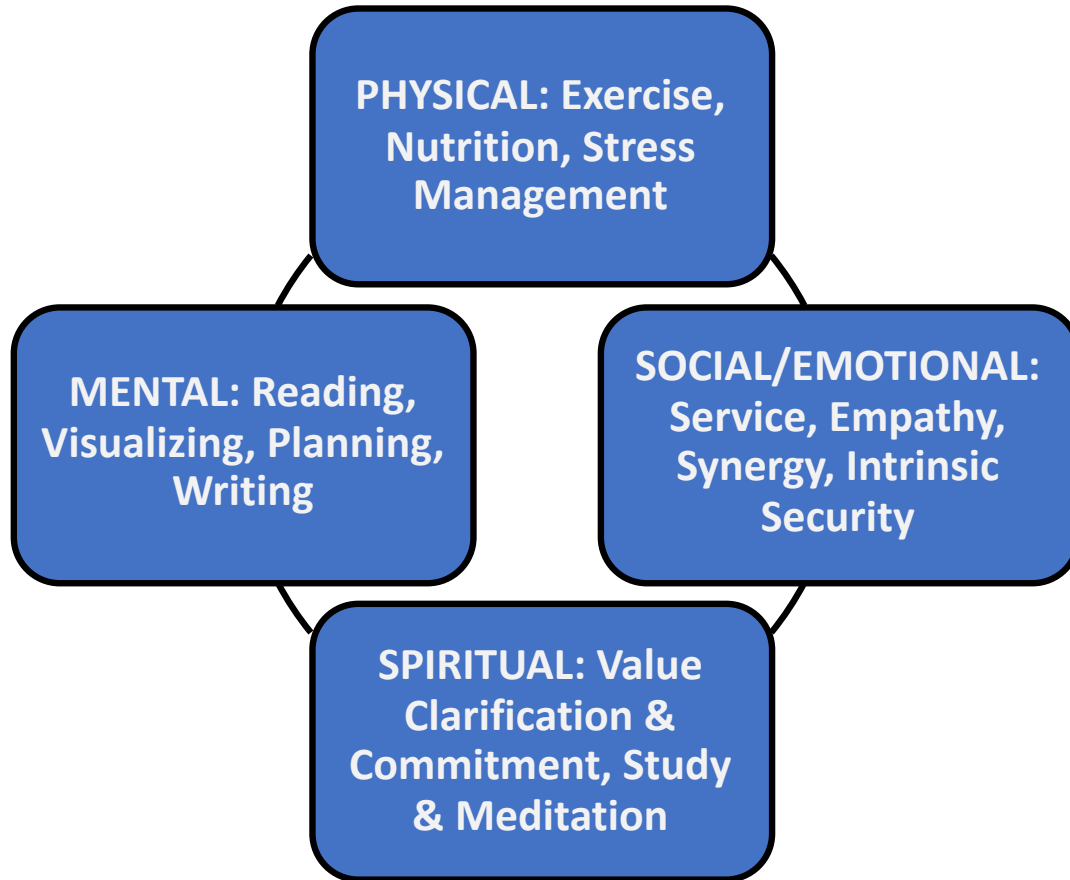


PRACTICE LISTENING TWICE  
AS MUCH AS SPEAKING.

# Habit 6 - Synergize



# Habit 7 - Sharpen the Saw



## *Four Dimensions of Renewal*



# Personal Mission Statement

At the heart is the personal mission statement.

What you want to be?

What you want to do?

What you want to have?



Consider roles (student, friend, son/daughter).

Add structure and balance to the “to be,” “to do,” and “to have.”

Consider the interaction.



Review and modify regularly.



# Define Success For Yourself

## Not Easy

It isn't always easy to distinguish between the aspects of a job that are truly necessary and those that are not

## Forget Not

Don't forget our many roles, both personally and professionally, and the importance of being available for each time.



# Personal Management Goals



Define several key goals associated with each role.



Should be Quadrant II activities.

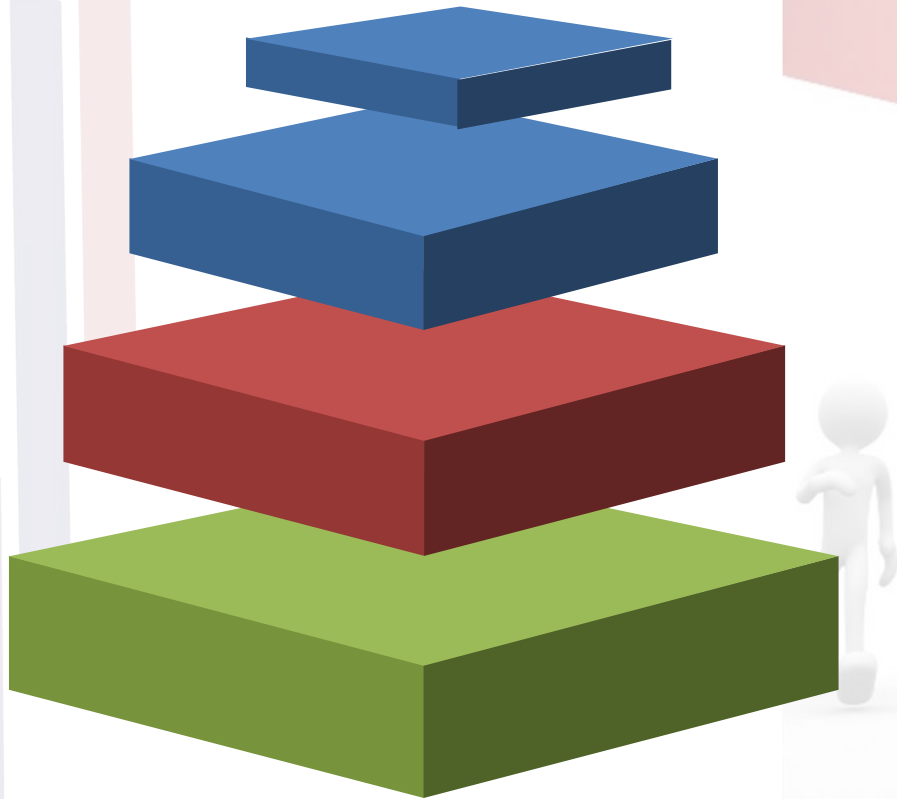


Should be broken into short term and long term.



Prioritize and allot time for these activities using a weekly planning horizon by considering the roles and importance not just the urgency.

# Personal Management Goals



Progress is reviewed daily, and adjustments are made.



Performance is measured by effectiveness not efficiency.



Facilitated by the Habits.

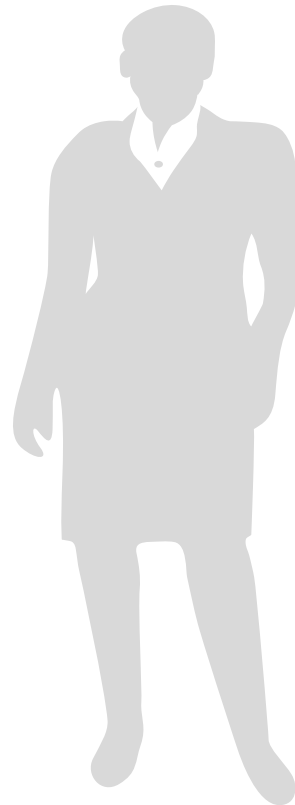
# Recommendations



Put things into perspective - Will it matter in 5 years from now?



Ask for help.



Recognize when something is good enough



Don't lose your sense of humor.

# Exercise

Begin with the  
end in mind



ANY  
QUESTIONS?



A MEMBER OF

CBMRA

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