

JOURNAL ENTRY #3

Habit 4 & 5

According to Stephen Covey's 4th and 5th habit, it is essential to think in terms of win-win situations and to carefully listen to those around you for better understanding. First off, the 4th habit highlights the importance of maintaining the perfect balance between courage and sympathy. As individuals, we have this idea embedded into our minds that our self-worth is determined through comparing ourselves with others, therefore making everything in life a competition.

We continuously assume that life is a "zero-sum" game and that there is essentially not enough to go around. However, Covey shifts that perspective in order to make life a more cooperative arena. He emphasizes that with a win-win frame of mind and heart, we can mutually benefit through all human interactions and become more satisfied. Covey states that win-win attitudes possess three main character traits, which are integrity, maturity and abundance mentality. First, integrity is the ability to stay true to ones self, values and commitments. Next, maturity is to express ideas and feelings through consideration for those individuals around you, and finally having an abundance mentality is believing that there is enough to go around for everyone.

After reading the 4th habit, I thought about the tasks that I had to complete at my internship at Chef's Expressions and how they have helped me in my personal and professional development. For instance, in the beginning of my internship, I would constantly compare myself to my fellow interns. By doing this, I believed that this was the accurate way for me to determine how well I was completing my duties at Chef's Expressions. I would always walk out disappointed in myself, thinking that I was not

doing well enough, even if that was not the case at all. Not only would I do this in my professional life, I would do so in my personal life as well. It was not till I read the quote by Theodore Roosevelt that read, “Comparison is the thief of joy.” This ties in closely with Covey’s 4th habit, because when we constantly evaluate ourselves against others, we will never truly be satisfied. Everyone is different and that is something that should never be judged, especially side-by-side.

The 5th habit that Stephen Covey mentions is the ability to first seek to understand, and then be understood. As human beings, we have a difficult time listening to those around us, because we are constantly thinking about what to say next, rather than fully grasping what others are saying to us. We always manage to alter things and relate them back to ourselves without even realizing it. Personally, out of the four ways that we respond back after listening autobiographically, I tend to advise. I always give advice to the person that I am talking to in hopes of helping them with a solution, because I draw it from my own experiences in order to become more relatable. After reading this habit, I became more aware of how guilty I am of constantly waiting for the individual that I am speaking with to finish so I can respond back. By doing this, I do not fully listen, because I am just waiting for my turn to talk. I am too busy preparing myself and thinking of questions to ask so I do not look bad in front of them.

After assessing my supervisor’s performance evaluation, I was able to determine how to add value in my future career by turning my weaknesses into strengths. For instance, my supervisor, Laura Alima, told me that although I was doing an outstanding job, there was still room for improvement. During my internship at Chef’s Expressions, there are several applications and software that we use in order to help organize events.

Laura stated to me how essential it is to go out of my way to learn more about these softwares in order to apply them to the work that I am assigned. Also, she mentioned that I needed to focus on being more assertive and not afraid to speak up and ask questions when needed. Laura said that being outspoken and aggressive are important traits to have, especially when interacting with other individuals, because it is crucial to get ideas out in an effective manner. After discussing my weaknesses with me, she highlighted how much positive energy I bring to the work environment and how enthusiastic I am to work with. She said that I was attentive, respectful and always ready to learn.

In Stephen Covey's time management matrix, I am in the second quadrant. This means that in my internship and other professional activities, I often find myself in the important, yet not urgent category. For instance, in my internship I often have to plan events, re-create spreadsheets and BEO's, and build relationships with other clients in order to assess their wants and needs more effectively. In regards to my career planning efforts, I find myself in the first quadrant because there are several deadlines for jobs that I must meet. They are urgent and important in order for me to be hired in the marketing field, because there is a high demand for these tasks.

Stephen Covey's time management matrix breaks out tasks into four quadrants, which is extremely beneficial because it categorizes and organizes tasks based on importance and time. Often, I have a difficult time prioritizing my tasks and through this matrix, I am able to clearly determine which things need to be done first in the most effective manner. This way, I will not waste time on less important things and focus my attention on deadlines that need to be met.