

الفصل الثاني عشر

Self Re-Engineering

أشتمل هذا الفصل على:

-  **Life Philosophy.**
-  **How To Work Better?**
-  **Your Key To Human Relationships,
You & Your Subordinates.**
-  **Self Awareness-Johari Windows.**
-  **Self Management.**
-  **Principles of Self Management.**
-  **10 Keys to Ultimate Success.**
-  **Go Put Your Strength To Work.**
-  **Secrets of the Excellence Performance.**
-  **Keys for Excellence Management.**
-  **The Seven Habits for the Effective Manager.**
-  **The 8th Habit.**

12

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Self Re-Engineering

Life Philosophy:

David McNally suggests the following description for life:

- Life is a gift .. accept it.
- Life is a goal .. achieve it.
- Life is a puzzle .. solve it.
- Life is an opportunity .. take it.
- Life is a mission .. fulfill it.
- Life is a conflict .. face it.

How to Work Better .. ?

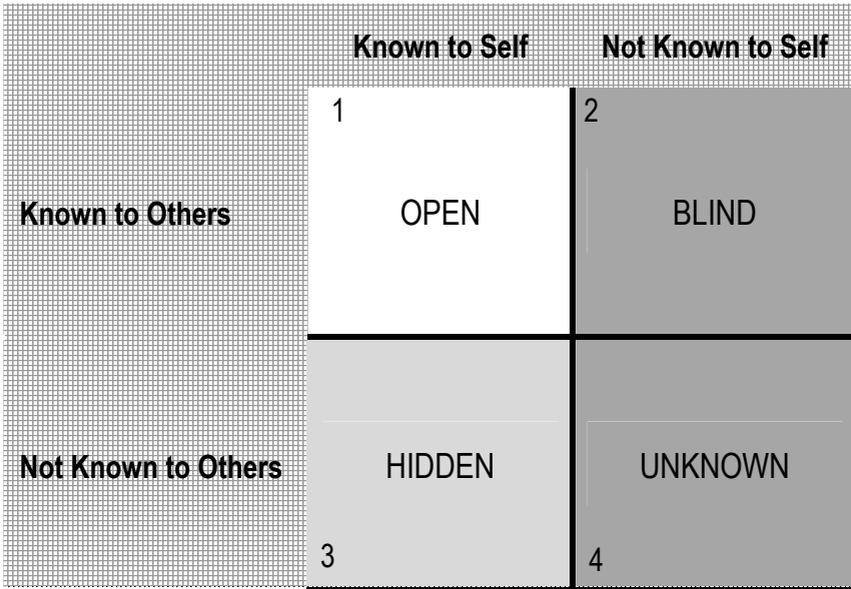
- 1- Do one thing at a time
- 2- Know the problem
- 3- Learn to listen
- 4- Learn to ask questions
- 5- Distinguish sense from nonsense.

- 6- Accept changes as inevitable.
- 7- Admit mistakes
- 8- Say it simple
- 9- Be calm
- 10- Smile
- 11- The sound mind in the sound body.

Your key to Human Relations, You & Your Subordinates

- Listen them Out.
- Understand their Feelings.
- Motivate their Desires.
- Accept their Personalities.
- News.
- Train their Abilities.
- Organize their Efforts.
- Uniqueness.
- Communicate With them.
- Honour their Achievements.

Self-Awareness - Your Johari Windows (Joseph Luft & Harry Ingham)



- The Johari Windows, named after the first names of its inventors, Joseph Luft and Harry Ingham, are one of the most useful models describes the process of human interaction.
- A four paned "window," as illustrated above, divides personal awareness into four different types, as represented by its four quadrants: open, hidden, blind, and unknown. The lines dividing the four panes are like window shades, which can move as an interaction progresses.
- In this model, each person is represented by their own window as below:

1- The "open" quadrant represents things that both others know about yourself:

When you first meet a new person, the size of the opening of this first quadrant is not very large, since there has been little time to exchange information.

As the process of getting to know one another continues, the window shades move down or to the right, placing more information into the open window, as described below. To improve communication we have to work first on enlarging the 'Open' quadrant

2- The "blind" quadrant represents things that others know about you, but you are unaware of.

- Some people seem to be totally oblivious (Un aware) to their own faults and sometimes their own virtues (Merit).
- Effective communication involves continuously seeking ways to reduce these 'blind' areas by training ourselves to be receptive of other people's comments and not acting defensively.
- Developing our listening skills is very useful to reduce this area.

3- The "hidden" quadrant represents things that you know about your self. that you others do not know.

- There will be vast amounts of information that has yet to be revealed to others.
- As we get to know and trust others, you will then feel more comfortable disclosing more intimate details yourself. This process is called: "Self-disclosure".

"When dealing with feelings and particularly 'present feelings', self-disclosure is useful. It is important to learn to be selective in disclosures.

4- The "unknown" quadrant represents things that neither you know about yourself, nor others know about you. '

- Being placed in new situations often reveals new information not previously known to self or others.

Discover the various quadrants of your Johari Windows:

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Self Management

Self Management means:

- How to understand your self?
- How to improve your self?
- How to manage your life effectively?
- How to manage your work effectively?
- How to manage your time effectively?
- How to deal with others effectively?
- How to decrease your life burnout?
- How to decrease your job burnout?
- Self control.
- Transparency.

- Adaptability.
- Achievement orientation.
- Initiative.
- Optimism.

Principles of Self Management:

- 1- Never waste your energy to mend the old, but focus on creation the new.
- 2- Failure begets disappointment, but feedback supports success.
- 3- Flexibility not rigidity earn you effectiveness
- 4- Look of rapport leads to resistance
- 5- Intention differs from behaviors.
- 6- Individuals need to effect change.
- 7- What is possible for someone, possible for others.
- 8- The intended meaning of the message lies in the response.
- 9- Perception in mind and reality.
- 10- am responsible for my decisions and its results.

10 Keys to Ultimate Success:

Ibrahim El Fiky (1999) suggests the following 10 keys to ultimate success:

- 1- Motivation.
- 2- Energy.
- 3- Knowledge.

- 4- Visualization.
- 5- Action.
- 6- Expectation.
- 7- Commitment.
- 8- Flexibility.
- 9- Patience.
- 10- Discipline.

Go Put Your Strength to Work:

Marcus Buckingham (2207) in his book "Go put your Strength to work" Suggests the following six powerful steps to achieve outstanding performance:

- 1- bust the myths.
- 2- Get clear.
- 3- Free your strengths.
- 4- Stop your weaknesses.
- 5- Speak up.
- 6- build strong habits.

Secrets of the Excellence Performance:

Roger Dowsen presents 13 secrets for the excellence performance, as following:

- 1- Make their life an (adventure).
- 2- (Take charge) of their lives.
- 3- Know that they always have (choices).

- 4- (Know) the aime journeys of their.
- 5- (Experience) success long before they achieve.
- 6- Don't let other people (drag them down) to their live.
- 7- Things to change they have to (change).
- 8- Know how to create (opportunities).
- 9- Know how to make (money work) for them.
- 10- Have learned how to define their future (learning).
- 11- Enhance their (time).
- 12- Turn their fear into (fortune).
- 13- Have learned to put love in their life.

Keys for Excellence Management

- 1- Creativity
- 2- Customer Satisfaction.
- 3- Sound Finances.
- 4- Positive Work Ethics.
- 5- Knowledge Management.
- 6- Organizational Learning.
- 7- Results Orientation.
- 8- Customer Focus.
- 9- Balanced Results for Stakeholders.

The Seven Habits for the Effective Manager:

Stephen Covey (2004) determined seven habits for the effective manager, as following:

- 1- **Be Proactive.**
- 2- Begin with the End in Mind.
- 3- Put First Things First.
- 4- Think Win / Win
- 5- Seek First to Understand, then to be Understandable by others.
- 6- Sharpen the Energy.
- 7- Smiling.

The 8th Habit:

Stephen Covey (2004) added one more habit, and titled it with "The 8th Habit". this habit is focusing on: How to move from effectiveness to greatness?