

# MaxLife Global Management

CECC-Clean Energy Carbon Credit

CEECO-Clean Energy ECONOMY

## 'Own Your Life - the 7 Step Formula'

### For Self Empowerment

Self-empowerment means that you take charge of your own life. This involves recognizing that within each of us is the ability to live from our natural being state. Another way to put it is to say that a self-empowered individual does not let go of the power as the expert of self.

### The 7 Step Formula

Step #1: Be Proactive

Step #2: Begin with the End in Mind

Step #3: Put First Things First

Step #4: Think Win-Win

Step #5: Seek First to Understand, Then to Be Understood

Step #6: Synergize

Step #7: Sharpen the Saw



### Step #1: **Be Proactive**

Being Proactive is about taking responsibility for your life. Proactive people recognize that they are “response-able.” They don’t blame genetics, circumstances, conditions, or conditioning for their behaviour. They know they choose their behaviour. Reactive people, on the other hand, are often affected by their physical environment. They find external sources to blame for their behaviour.

Between the stimulus and the response is your greatest power—you have the freedom to choose your response. One of the most important things you choose is what you say. Your language is a good indicator of how you see yourself. A proactive person uses proactive language—I can, I will, I prefer, etc. A reactive person uses reactive language—I can’t, I have to, if only. Reactive people believe they are not responsible for what they say and do—they have no choice.

Proactive people focus their efforts on their **Circle of Influence**. They work on the things they can do something about. Reactive people focus their efforts in the **Circle of Concern**—things over which they have little or no control. Gaining an awareness of the areas in which we expend our energies in is a giant step in becoming proactive.

### Step #2: **Begin with the End in Mind**

If you don’t make a conscious effort to visualize who you are and what you want in life, then you empower other people and circumstances to shape you and your life by default. It’s about connecting again with your own uniqueness and then defining the personal, moral, and ethical guidelines within which you can most happily express and fulfil yourself.



Begin with the End in Mind means to begin each day, task, or project with a clear vision of your desired direction and destination, and then continue by flexing your proactive muscles to make things happen.

### Step #3: Put First Things First-

It's all right to say no when necessary and then focus on your highest priorities. Step 1 *Being proactive* is about choice. Step 2 *Beginning with the End in Mind* is the first, or mental, creation. It is about vision. Step 3 is the second creation, the physical creation. This habit is where Steps 1 and 2 come together. It happens day in and day out, moment-by-moment. It deals with many of the questions addressed in the field of time management. But that's not all it's about. Step 3 is about life management as well—your purpose, values, roles, and priorities.

### Step #4: Think Win-Win-

Win-win sees life as a **cooperative** arena, not a competitive one. Win-win is a frame of mind and heart that constantly seeks **mutual benefit in all human interactions**. Win-win means agreements or solutions are mutually beneficial and satisfying.

Many people think in terms of either/or: either you're nice or you're tough. Win-win requires that you be both. It is a balancing act between courage and consideration. To go for win-win, you not only have to be empathic, but you also have to be confident. You not only have to be considerate and sensitive, you also have to be brave. To do that—to achieve that balance between courage and consideration—is the essence of real maturity and is fundamental to win-win.

### Step #5: Seek First to Understand, Then to Be Understood -

If you're like most people, you probably seek first to be understood; you want to get your point across. And in doing so, you may ignore the other person completely, pretend that you're listening, selectively hear only certain parts of the conversation or attentively focus on only the words being said, but miss the meaning entirely.

So why does this happen? Because most people listen with the intent to reply, not to understand. You listen to yourself as you prepare in your mind what you are going to say, the questions you are going to ask, etc. You filter everything you hear through your life experiences, your frame of reference. You check what you hear against your autobiography and see how it measures up. And consequently, you decide prematurely what the other person means before he/she finishes communicating.

You might be saying, "Hey, now wait a minute. I'm just trying to relate to the person by drawing on my own experiences. Is that so bad?" In some situations, autobiographical responses may be appropriate, such as when another person specifically asks for help from your point of view or when there is already a very high level of trust in the relationship.

### Step#6: Synergize -

To put it simply, synergy means "two heads are better than one." Synergize is the habit of creative cooperation. It is teamwork, open-mindedness, and the adventure of finding new solutions to old problems. But it doesn't just happen on its own. It's a process, and through

that process, people bring all their personal experience and expertise to the table. Together, they can produce far better results that they could individually. Synergy lets us discover jointly things we are much less likely to discover by ourselves. It is the idea that the whole is greater than the sum of the parts. One plus one equals three, or six, or sixty—you name it.

When people begin to interact together genuinely, and they're open to each other's influence, they begin to gain new insight. The capability of inventing new approaches is increased exponentially because of differences. Valuing differences is what really drives synergy.

**Step #7: Sharpen the Saw -**

Sharpen the Saw means preserving and enhancing the greatest asset you have—you. It means having a balanced program for self-renewal in the four areas of your life: physical, social/emotional, mental, and spiritual.

As you renew yourself in each of the four areas, you create growth and change in your life. Sharpen the Saw keeps you fresh so you can continue to practice the other six habits. You increase your capacity to produce and handle the challenges around you.

Feeling good doesn't just happen. Living a life in balance means taking the necessary time to renew yourself. It's all up to you. Just remember that every day provides a new opportunity for renewal—a new opportunity to recharge yourself instead of hitting the wall. *All it takes is the desire, knowledge, and skill.*

To your success!

**Register Now**



...Ronnie Tutt, Founder MLGM-CEECO

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