

7.5 Habits of Effective Networkers is loosely based upon the incredibly popular book Seven Habits of Highly Effective People by Stephen Covey. The principles are the same, but they have been modified and applied specifically to networking.

This study was originally designed as a mini course in 8 lessons. At the conclusion of the course you're given option of purchasing access to the Networking Toolkit. This contains a library of 100's of resources that you are free to use to share with others, use in a blog or on social media. The toolkit is designed to help you elevate your expertise in your market.

Habit 1

Be Proactive

You are responsible for your perception of the world. Your perception – your self-awareness will determine your attitudes and behaviors. Most importantly to your network marketing career is your self-awareness will affect how you see other people.

Taking responsibility for your perceptions is the first step in become a highly effective network marketer.

In this lesson we will focus on your business by looking at how you how meet the right person, how to bring them value and what steps you take next.

Before we get to those vital processes we need to lay a careful foundation. The foundation is essential for solid thinking about your business. Foundational issues are found throughout this lesson series. Each foundational study will help you think in the proper manner about the exercises and activities you'll perform to be a highly effective network marketer.

Foundational Study 1

- All business ventures require a healthy dose of proactivity. You're the one
 who must take action. You must take some time to focus on yourself.
 Your personal beliefs about you and your market before you're ready to
 build a powerful business.
- **Proactivity is initiating change**. Taking the first step in anticipation of future events. Who are you becoming? How will your business enhance your efforts to be that person? What steps do you need to take to start in that direction?
- You cannot run a business, or make money for that matter, on autopilot.
 There has to be proactive thinking somewhere that grows as things start moving. We call that building systems for success.
- Resourcefulness is an important trait of a successful venture. There are
 five resources that every person possesses. Knowing how to use those
 resources is vital to building a successful business.
- You need to have the dynamism to implement. Energy is an essential element of success. You will need to find what energizes you and how to capitalize on it.

Proactivity In The Initial Meeting

- All parts aren't equal. Meet the right person. While every person may be
 a prospect, NOT every person is a business builder. You always want to
 meet the right person. You must decide if you're looking for prospects or
 business builders? Spend your time with those who will build your
 business.
- The proactive networker is a resources for the people he/she meets. Bringing value is a resource to other people. Knowing what to recommend, who to introduce, where to point someone, how to find answers, and being available is an invaluable resource to others. The right people are attracted to resourceful people.
- Take charge of the relationship by initiating the next contact. The highly effective networker doesn't wait for the other person to respond. They initial the next contact.

Meeting The Right Person

- Connect with people who are connected to where you want to go. All people have some circle of influence. Use this resource carefully and wisely.
- Treat everyone as valuable. All parts aren't equal, BUT all people are.
 Treat them that way. You'll be respected more if you do, and your opportunities will multiply.
- Invest your time and theirs wisely by connecting with:
 - People you can partner with in your business or theirs. Use wisdom and discretion here, but this is valuable. [See: JV Partners for other resources]
 - People you can promote. Few things will do more for your business than talking about the value of an other's business.
 - People who can promote you. The best way for other people to promote you is to teach them how.
 - Your competition. Yes, there is real value in investing your time in your competition. You're not doing so to steal their business. You may need them and they may need you.

Bring Value

The highly effective network marketer is a resource to all he/she meets.

- What can you give that has nothing to do with your business, but everything to do with the other person?
- Do you have a "stockpile" of resources that can help others? *
- How well do you know others and their concerns?
- How much time are you willing to give for the benefit of the other person? Use this wisely, but time is the best way to prove you care.
- Being a resource means you think about them and how you can benefit them. The most valuable words another person will ever hear, "I was thinking about you today."
- Treating them with value is a part of bringing value. Being on time for meetings, holding a door if appropriate, returning phone calls in a timely fashion, all demonstrate that you consider the other person of value.

*The Networking Toolkit is designed used for that purpose.

Do Something

Proactive Networking Do Something...

- When you meet the right people the responsibility for follow up is on you.
- You need to do something and do it immediately.
- Provide something of value quickly. Be known as a resource.
- Make yourself available to world. Put your email, Twitter, Facebook, and blog out for people to see (on your business card, and email signature).
 [The Toolkit can help you with this]
- Plan to reach out daily. Set aside a few minutes each morning to contact
 5 people. By the end of the week you have followed up on 25 people.
- Network marketing is a lifestyle. You must embrace the lifestyle to be highly effective. When you do you'll see the pay off big time.

Your Action Items

Your action is the key...

- Make a list of action items from this lesson. It might be to identify a
 networking event where you can meet the right people, develop a
 schedule for follow-up on people you know, embedding your information
 on your email signature, or whatever you need to do immediately. BUT
 do it!
- Do something everyday. If you take five steps toward your goal everyday at the end of the week how much closer will you be?
- HAVE FUN...

Habit 2

Begin With The End In Mind

Three qualities you must master to be an effective networker:

- Personal Leadership You must develop the freedom to talk with another without thinking about your needs first. This is so obvious to other people.
- Management You must have a system for touching every person you meet. This is an effective follow up system. The "touch" has to be more than how to buy your product. Touching someone is leaving an impression not a brochure.
- **Productivity** You build your activities around the end you have in mind. The most productive people are those who deliberately design their day, week, month and year around the end that they want to achieve.

Before the Meeting Plan The End

What's Your End?

Preparing for a networking event...

- You must have very clear expectations for the event. Clear expectations allow you test the effective use of your time.
- Who do you plan to meet? What do you plan to contribute? What will you do to follow up? Do you have these clear expectations in your mind as you plan your day?
- You must know exactly what you expect to accomplish in your business.
 You need a clear picture of not only the end of the event, but the end of your business.

You line up every activity with how that accomplishes your goal (this is another topic, but you see how important this is right here).

The Mental Creation

Creating a clear mental image:

- Imagine the person you want to meet. Who do you want to meet? Build a profile of that person. You don't need a name, but you need a profile.
- Create an image of you that you will project. Is that image more impressive than your brochure?
- Imagine the conversation you will have. Are you listening or talking?
 What is the last thing you are going to say? What is the last thing you want them to say?
- Create an image of your follow up plan. What will be your next step? How will you leave the meeting so you can reach your desired goal?

Actual Results

Testing your results is the difference between a business and a hobby:

- Were the people you want to meet at this event? If not, was there a reason for this?
- Were you able to connect with them in a meaningful way? Some events don't make it easy for you to connect on a meaningful level.
- What was the last thing that they said? The last thing a person says is usually the most important indication of your future connection.
- What is your plan to follow up? Do you plan to test that as well?
- Do you think this event justified your time? Not all events will be a profitable use of your time. Choose them wisely.
- Were you impressed with the quality of people that you met at this event? You should never be the smartest person in the room.
- Were you able to connect to the leadership of the event? Oftentimes the
 easiest person to talk with is the keynote speaker or the event organizer.
 What do you gain from them?

Your Action Items

Your action is the key...

- Think about your end result.
- What do you want to accomplish?
- Can you picture in your mind the ideal person for you to meet?
- What will you say to him/her?
- What difference would that make to them so they want to continue the conversation beyond the meeting?
- Are you disciplined enough to give value without keeping score?
- Have you developed a system for staying in touch?
- What priority do you place on the next event you go to?
- To whom will you be accountable for these results?

Habit 3

Put First Things First

Effective networking is a result of proper priorities:

- Everything has an order of importance. Maintaining that order is essential to keeping balance in life.
- Everything can be prioritized. Not everything is of equal importance.
- Productivity is built around priorities. Do the essential things first. Then the non- essential things may even disappear.
- The habit is essential for effective networkers.

Quadrant #1

Urgent and Important Tasks...

- The earlier two habits must be firmly planted if you're to be effective here. You must:
 - Understand the end result that you want to achieve.
 - Proactively be seeking the right person.
- For many people the most urgent task of all is making the next sale. You
 see these people often at networking events. They rush from one person
 to the next making a fast pitch and then off. This will destroy your
 networking efforts.
- Respecting the other person requires that you have this quadrant under control. Nothing turns other people off faster than viewing them as a paycheck.
- This first quadrant is the vendor model. In the vendor model everything is transactional rather than relational. Every person you meet is seen as a profit center.

Quadrant #2

Networking is a Quadrant 2 Activity...

- Quadrant 2 has important tasks, but they don't demand immediate attention. This is where you build your business.
- Networking is that kind of activity. It's a relationship building process. It cannot be view as important and urgent, but rather as important and not urgent. (Urgency cannot occupy a top priority.)
- This takes the pressure off the initial meeting and places it on building relationships with the right person. You don't have to make a sale you have to build a relationship.
- Understanding the first things in your life allows you the freedom to focus
 on the Quadrant 2 things. Giving you time to give attention to what's
 important and not just what's urgent. Once you master this habit you are
 building a powerful business and a peaceful life.
- This is where you develop and grow your business. This is the most important of the quadrants, but also the most neglected. Focus your attention here.

Quadrant #3

Things that aren't important, but seem urgent...

- This quadrant can destroy your business. Not everything you can do should you do. That is the distraction of Quadrant 3.
- Spending time with someone who isn't the right person to propel your business forward. Is common problem for networkers.
- Wasting networking time with everyone who wants to pitch their gig to you turns an important (Quadrant 2) activity into a Quadrant 3 activity...immediately. Get done with that fast!
- Continuing to attend activities that cannot provide you with connections to the right people will force you to spend too much time in a Quadrant 3 mode.
- Not all people represent an opportunity. And not all opportunities represent potential. Learn to identify the difference or you'll spend all of you time stuck in Quadrant 3.

Quadrant #4

Things that aren't important and not urgent...

- This is where we retreat when stressed, burned out, or confused about what to do next. It can become a haven from the frustrations or a hell for the future of your business.
- Social media can become a Quadrant 4 activity if there isn't a plan in place. Even if your job is social media marketing! If you catch yourself talking to others like you read Facebook posts you're in trouble.
- The call to "come over here and relax for a bit" is very strong and Quadrant 4 activity begins. Relaxation must be designed into your pattern so it doesn't become a quadrant 4 activity.
- Nothing productive ever comes from here.
- If you find yourself talking to someone else and nothing productive is coming from it you're in the Quadrant 4 zone. It's time for a reality check.

Your Action Items

What to watch for when networking...

- When networking what is the topic of conversation?
- How much time do you spend with the right people?
- Do you focus on building relationship with key people?
- How do you feel in the networking meeting? Pressured to connect to sell? Pressured to present your gig? Pressured to meet the right person?
 Pressured by what you're going to say next?
- You can't turn a networking meeting into a Quadrant 2 meeting while feeling pressured!

Habit 4

Think Win/Win

Effective networking is a result of proper priorities:

Upon close examination, Stephen Covey's Habit # 4 from his book The 7 Habits of Highly Effective People seems to be the most difficult, the most fantastic of all habits to inculcate.

Unlike the first three habits, which were more concerned with decision making and applying the mind to the tasks at hand, this fourth habit is more about action. However, this is not the routine kind of action we are accustomed to.

The action described here is to be such that all parties involved are mutually benefited. This is for many a completely new way of looking at their life and business.

The Pillars of Win/Win

Three pillars making win/win magical...

This lesson develops each of these foundational components. Go through this lesson slowly – this fundamental business building processes. There is so little training on the subject of win/win. Negotiations break down whenever win/win isn't the goal. Relationship are either not developed or they are destroyed because win/win is not the ultimate goal.

The Character Paradigm

Character is demonstrated across this matrix. The key components being consideration and courage. As a networker you must understand the value of each and how to move toward the Win/Win quadrant - requiring both courage and consideration in your interactions with others.

Three Character Traits for Win/Win

- Integrity It is impossible to achieve win-win if you don't know what a win is. Be honest with you definition of win-win It should match others.
- Maturity As seen in the paradigm grid maturity requires consideration and courage in everything. Seek maturity in all relationships. Courage without maturity will make you brash. Consideration without maturity will make you a doormat. Maturity seeks a balance and develops a win/win goal in everything.
- Abundance The essential trait that there is plenty out there for everyone will impact your networking. No longer will you see people as competition. Your competition can be very helpful to you. There is plenty for all. Demonstrate abundance in all your relationships.

Relationships for Win/Win

Relationship Rules...

- You definitely need to interact with people. Networking requires that you master people skills.
- Make it clear in your head that if all parties can't benefit you'll walk away.
- The benefit must be clear! It must be advantageous to everyone involved. Networking must be viewed in the same way you would see a joint venture project. The contribution must be clear as well as the advantages. Then and only then can everyone move forward.
- Whatever the situations may indicate, there is always a way we can adapt in order to make everyone happy.

Agreements for Win/Win

Five elements necessary for agreement in Win/Win...

- Desired Results Identify what needs to be done and when.
- Guidelines The parameters by which things are to be done.
- Resources Identify the support that is available (human, financial, technical, etc...) to accomplish the task(s). Your resources is a study for another time, but identifying them is essential for win/win.
- Accountability The standards of performance and the time frame. Many relationships/partnerships fall apart when this is missing
- Consequences the good/bad, natural/logical results that will happen from the evaluation. Testing is essential for powerful business building. Understanding consequences is a key to effective testing.

Your Action Items

What to watch for when networking...

- Think about a situation where you want to apply Win/Win. Commit to maintaining a balance between courage and consideration.
- When considering a win/win agreement put yourself in the other person's seat. Think from their perspective. What would be a win for them.
- Have a clearly defined understanding of a win.
- Think carefully about your own scripting (what world did you come from?) – is it win/win, win/lose, lose/lose or lose/win. This will seriously impact your ability to think win/win.

Habit 5

Seek First to Understand, Then to Be Understood

The 5th Habit of Highly Effective Networkers is Seek First to Understand, then to Be Understood.

The order cannot be ignored. Seeking win/win in relationships from the 4th habit requires the next logical step to understand the other person.

Striving for the realm of interdependence requires that we work well with others. This 5th habit puts that principle to the test!

Enjoy the process, put yourself to the test, and be a blessing to those around you at your next networking function by seeking to understand first!

The Process of Understanding

Understanding is a skill that must be developed. It isn't a gift. It must be crafted by a person with the character necessary to govern truly understand.

Character and Communication

- Effective communication isn't a function of technique. Effective communication flows from depth of character.
- Technique is simply a manipulation of the situation. Most sales training is about manipulation rather than collaboration.
- If you want to interact effectively you need to first understand me.
- You may care about and appreciate me, but if you don't understand me...l can't trust your words.
- You have to build the skills of effective listening upon the foundation of character and true communication.

Diagnosis Before You Prescribe

- The mark of a true professional is to diagnosis before they prescribe.
- If you don't have confidence in the diagnosis, you won't have confidence in the prescription...neither will the other person be open to receive it.

- Integrity is demonstrated when you diagnosis before you prescribe. You have to be able to walk away pleasantly if this isn't a good fit.
- Diagnosis first is the key to meeting client's needs.
- Diagnosis first is the key to designing product that fits the needs of the market.
- This is a common denominator principle...seek first to understand!

Your Action Items

- Try listening with your eyes the next time you're in a conversation. Body language communicates almost as clearly as verbal communication. Listen to what the other person is saying with their body.
- Because you really listen you become influenceable. Does that scare you? If so, plan to talk with someone close to you about it.
- You will never be an influence without first being influenceable. How
 willing and open are to being influenced? Just as it's required that you
 follow before you lead, you must seek to understand before you will be
 understood.
- Seeking first to understand requires that you suspend your judgment before you are understood. Suspending judgment is diagnosing before you prescribe. Can you do that?

Habit 6

Synergize

The 6th Habit of Highly Effective Networking is Synergize. The art of making the whole greater than than the sum of the individual parts.

This habit, more than any other, requires that you are currently practicing all of the other habits. Especially the 4th and 5th habits.

As you move toward the Interdependent realm you will depend upon all of the previous habits. This is why it's essential to not just read, but cultivate the habits as your daily routine.

You may need to go back and review previous habits as you go through this one. You're building powerful habits and the more frequently you visit them the more power you give them. One of the fundamental laws of business success is you get more of what you reward. So reward these habits by continually making them part of your practice.

How Does Your Garden Grow?

Certain plants grow better when planted with other plants. The practice of planting companion plants is a gardener's secret to enhancing flavors and improving pest resistance. Plant synergy...

If it's works in the plant world it will work in the business world. Planting tomato and basil together gives the tomato more flavor and the basil grows heartier. So in the business world putting two businesses together can add dimensions that were never going to happen individually.

Creative cooperation - The essence of Synergy - means you really don't know where the venture is headed because you don't know the potential that is created by the synergy of the parties. It can take you places you can't dream of alone.

That's what synergy does...

Creative Cooperation

For most networkers the creative environment is too unstructured. The ambiguity is frustrating. The testing/trial and error approach to every venture is too much to handle. So they resist.

They find it easier to rely on their own devices and settle for the predictable. They want guarantees. They are reluctant to venture out beyond the normal to explore what could be the greatest opportunities of their life.

For the highly effective networker the creative part is the most enjoyable. They have grown past the need for structure, certainty and predictably.

They've moved beyond the friendly cooperation required for any business to grow...to the creative cooperation where opportunities flourish.

The Speed of Trust

Stephen Covey's son has taken his father's work to a new dimension with the book The Speed of Trust.

One of the amazing things about synergy is the compression of time required for trust to develop. Trust is the key to synergy. You will never achieve synergy without trust.

Mature people require little time for a relationship to develop to the point of trust. Leaders are capable of making quick decisions about opportunities and most importantly about people.

In a networking environment this is golden. You often have very little time to build a relationship before you need to make a decision to continue or to pursue other things. Decisiveness is a mark of the speed of trust, but it is also essential to build a powerful business.

Synergy of Habits

Habits 1-3 focus on personal growth in your private world. You must have your world on track to being in order before you develop the other habits. Making sure that the first three habits are routine for you will make it much easier to focus beyond yourself to the public world.

Synergy resides on the edge of chaos. Pulling yourself out of your old routines and developing the habits that will make you truly effective will at times seem slightly insane. Do it anyway!

Taking your "new self" into the public and offering real value by refusing to consider a thing unless it is win/win, by understanding before you long to be understood and believing there is far more value in the whole and in the individual parts won't be easy.

Pulling those pieces together into a cohesive whole is what synergy is all about. As you move in that direction you'll be amazed at the value that will have to you, but first to the world around you.

The Third Alternative

"If a person of your intelligence and competence and commitment disagrees with me, then there must be something to your disagreement that I need to understand. You have a perspective, a frame of reference I need to look at."

Mature people can make that statement. When you've done the hard work in your private self, you're prepared to test that in the midst of disagreement. If your position has never been challenged, has it ever been validated?

Seeking the third alternative requires that you consider that the other person's position has merit if they have an equal stake in the game. This opens up possibilities for synergy to flourish.

Most business leaders operate on the assumption that they are right...all of the time, about everything. This prevents synergy from ever taking place.

There's a third possibility. It exists where synergy takes place. It may be just the answer you're looking for. It could be the opportunity that will forever change your business.

Synergy With Competitors

Networking with your competitors is a good idea.

I frequently get laughed at when I say this, but it's true. It helps to know people who are working in the same space and with the same clients as you. You'll benefit from each other. If either of you feel threatened there is a maturity issue.

Synergy thrives in an environment where non-protective interaction is developed. I'm not talking about trade secrets or sharing client lists. I'm talking about:

- Sharing the same mission
- Developing a better culture for the client experience
- Honing customer service skills to benefit the industry

That type of interaction is beneficial to the whole. That's the place where synergy thrives.

Your Action Items

- Think about the people in your circle of influence. Are there people who
 irritate you or with whom you see things differently? What would happen
 if you could create a synergistic relationship? Is that even possible? Why?
 Why not?
- Are you capable of seeing beyond right and wrong, black and white?
 Synergy requires that you seek a third alternative. Can you find the third alternative in your relationships as you network with others?

Make a list of the possible "partners" in your business focus on three areas:

- Synergistic companies People with whom you have an obvious affinity.
- Competitors Yes, competitors! There is plenty of space to work with your competitors.
- Completely Unrelated Business A totally unrelated business can become a synergistic relationship in ways you can't imagine. [Use the worksheet provided on the next page]

Habit 7

Sharpen The Saw

This final habit is both private and personal, but if neglected the failure will be publicly obvious.

If you don't take time to sharpen the saw you'll be wasting time instead of accomplishing more.

"The single most important investment we ever make is an investment in ourselves." -Stephen Covey

Four Quadrants to Sharpen

The Physical Arena

The physical dimension of your being is important for building a powerful business. Sharpening your saw requires that you take care of your person.

- Exercise to build stamina. The ability to work through the day without tiring will add hours to your schedule. You'll have more to offer.
- Flexibility to increase your daily comfort. As you lose flexibility you find yourself getting stiff and sore more easily.
- Strength increases your bodies ability to do more demanding things.
- Proper nutrition is the most important thing you can do for yourself.
 Eating properly will do more to manage weight, increase stamina, and improve your overall health than any other thing you can do.
- The best way to manage the stressors in your life is to take some time for yourself – Sharpen the Saw

The Mental Arena

Once we've completed our formal education most Americans believe they have learned what they need to know to be successful...wrong! When I taught school I presented a message to each of my graduating seniors. I told them they were being promoted from being a student to a seeker. Their success in life would be in direct proportion to how well they sought out wisdom.

- You are the sum of the things you read, the things you hear and the people with whom you associate.
- Visualizing from a full head moves the daydream into the realm of reality.
- Planning is a necessary part of the mental process of success.
- Writing can do more for your mental development than any other thing you can do.

The Spiritual Arena

"Renewing the spiritual dimension of your being adds leadership to your life." -Stephen Covey

This spiritual leadership dimension is an essential ingredient for your enduring success.

You are a spiritual being...

Your decision making process must be congruent with your value system or you'll struggle with spiritual leadership in your life.

- Your inner peace comes from your spiritual dimension. Peace is a guiding principle and is obvious to those around you.
- Renewing your spiritual being can come from study, art, music, and nature none of those things can be rushed. They take time.
- Listen carefully. Love deeply. Learn reverently. Renew spiritually!

The Emotional Arena

The emotional/social dimension of our being is clearly reflected in habits 4, 5, & 6. How we interact with other people.

- Think Win/Win isn't possible without emotional maturity. Social/Emotional maturity makes it possible for you to recognize the potential in the other person and work toward the ultimate win/win.
- To seek first to understand requires emotional security so that you set your needs aside for the moment to listen carefully to the needs of the other person.
- Synergy happens only when mature people can find a commonality that allows them to find a place of agreement. Agreement is achieved and maintained by socially and emotionally mature people.

The Renewal Process

Wrapping it All Up

Sharpening the Saw is about personal renewal.

I meet people everyday who are at the end of their resources. They have nothing left.

By running on empty they have nothing significant left to contribute. Their emotional energy is depleted. They are spent. They've neglected to sharpen the saw.

Nothing is dynamic until it is specific.

You've read these Seven Habits, but for these habits to impact your world you must make them specific. Nothing works by itself. You must apply them specifically.

You can read this and fail to apply it to yourself. You do and you'll reach a point where you have nothing left to give. All of your networking will fall apart and you'll wonder why.

Sharpen your Saw!

Habit 7.5

Live the 7 Habits Lifestyle

What would your life look like if you lived these 7 Habits in everything aspect of your life? Not just networking events and activities, but in your relationships both personal and professional.

Let's review these briefly:

- Be Proactive if you took action rather than reaction
- Begin with the End in Mind if you lived deliberately envisioning the end before you embarked on any path every day
- Put First Things First if you made it a habit to give proper priority to the right things that align with you mission and purpose
- Think Win/Win if you replaced competition with courage and consideration in your interactions with others
- Seek First To Understand, Then Be Understood if you committed to be a blessing to those your world by seeking to understand first
- Synergize if you fully recognized the power of creative cooperation and the relatedness of all things
- Sharpen the Saw if you really grasped the value of renewal and practiced it regularly

The 7.5 Habits aren't a networking trick - they are a lifestyle. A transformational lifestyle. A lifestyle that impacts your world for good because it transformed you first.

Habit 7.5

To help you develop the 7.5 Habits as a lifestyle we created the 7.5 habits course. A deep dive into the world of living the habits in business and life.

7.5 Habits Course

You know that networking can lead to huge business opportunities. You're just really tired of poor pitches and rooms full of people sharing more germs than gems.

The 7.5 Habits Training course walks you through the habits with worksheets, video guides, resources, action exercises, evaluations, and so much more all designed to make you amazing in all your relationships.

Get Started TODAY!