

LEADERSHIP
KEPIMPINAN

STEPHEN R.
COVEY
DAN (VS)
ISLAM

DIKUTIP DARIPADA:

- 1. 'Enlivening Self Excellence: Introduction to the 7 Habits of Highly Effective People' – 8 Mei 2008
- 2. WORKSHOP ON LEADERSHIP FOR LIBRARY AND INFORMATION PROFESSIONALS: *Envisioning, Encouraging, Empowering, Enabling*. 15 – 17 December 2008, Perdana Leadership Foundation, Putrajaya.
- 3. Program "Work Matters"- 10 Februari 2009

PENDAHULUAN

- Menghidupkan kecemerlangan diri dengan 7 tabiat orang yang amat berkesan
- Menjadi lebih berkesan dalam kehidupan peribadi dan profesion

PERSOALANNYA berkisar kepada ???

- What are we
- Who are we
- What to do
- Not to do
- How to do

- By practicing these habits, you can expect to :
 - Gain control over your life
 - Get focused and organized
 - Enhance your relationship
 - Improve your communication
 - Achieve work/life balance

STEPHEN R. COVEY

- The 7 Habits of Highly Effective People
by Stephen R. Covey
(source: Stephen R. Covey: The 8th Habits)

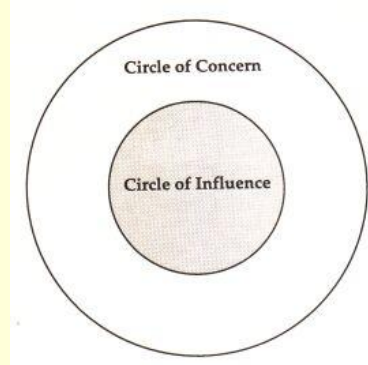
7 HABITS

- **Habit 1**

Be proactive. (Mengambil tanggungjawab)

(Take responsibility for your life)

This refers to the taking of responsibility to make things happen.



Mengikuti Covey..

Proactive people

- Know what they stand for and have a strong set of values
- Listen to their “better selves”
- Realize they have choices and take responsibility for their choices
- Bounce back when something bad happens in their lives

- Always look at all options
- Focus on things they can do something about, and don't worry about the other things

Proactive language

- “ I choose to go”
- “I will decide how to deal with this”
- “I am responsible”
- “I can”
- “Let's look at all the option”

Mengikuti Covey

Proactive people exercise four endowments:

1. Self-awareness (kesedaran)
Thoughts, moods, and behaviors
2. Imagination (imiginasi)
Visualizing beyond experience and present reality
3. Conscience (suara hati)
Understanding right and wrong, and following personal integrity
4. Independent will (pilihan bebas)
Acting independent of external influence

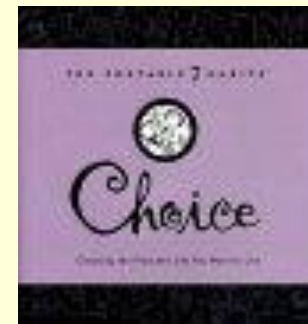
- **Habit 2**

Begin with the end in mind.

(Define your purpose and mission in life)

Start with a clear picture of where we are going and what the destination will look like.

Encourages individuals live with vision, mission and purpose.



CONTINUES....

- **Habit 3**

- ***Put first things first.***

- (Prioritize and do the most important things first)
 - The principle is based upon two factors--importance and urgency.
 - Urgent – An activity that requires immediate attention
 - Important – An activity that is valuable and that contributes to mission, values, and high priority goals

- **Habit 4**

- ***Think win-win.***

- (Have an everyone-can-win-attitude)
 - The principle means that agreements or solutions are mutually beneficial.
 - Encourages cooperation and problem solving through seeking mutual benefit. It is the root of effective relationships

Continues....

- **Habit 5**

- ***Seek first to understand, then to be understood.***
- (Listen to people sincerely)
- One key to effective interpersonal communications is to listen with the intent to understand. Goes beyond developing good communication skills to developing an attitude of seeking to understand

- **Habit 6**

- ***Synergize.***
- (Work together to achieve more)
- The whole is greater than the sum of the parts. Help to promote trust, teamwork, and celebrate the differences among all players

Continues.....

- **Habit 7**

- ***Sharpen the saw.***

- (Renew yourself regularly to achieve work/life balance)

- Enhance personal abilities. Explores the four aspects of our nature: Physical, Mental, Social/Emotional and Spiritual

- Practicing habit 7 will increase effectiveness in all the other habits

- The four dimensions
 1. Physical dimension (kesihatan)
We built physical wellness through proper nutrition, exercise, rest, and stress management
 2. Mental dimension (ilmu)
We increase mental capacity through reading, writing and thinking
 3. Spiritual dimension (ketuhanan/ibadah)
We develop spiritual through reading inspiring literature, through meditating and praying, and through spending time with nature
 4. Social/emotional dimension (perhubungan dengan orang lain)
We mature socially and emotionally by making consistent, daily deposits in the emotional bank account of our key relationships

Habit 8

– *From Effectiveness to Greatness*

- To thrive, innovate, excel, and lead in this new reality, we must reach beyond effectiveness toward fulfillment, contribution, and greatness.

ISLAM

- “Each of you is a leader, and each of you will be held accountable for his leadership”

The Prophet Muhammad, SAW

In Islam

- Leadership is a “trust” (*amanah*)
- and with trust comes
- “responsibility” (*taklif*) and
- “accountability” (*mas’uliyah*).

- The following questions are relevant for every leader:

- What is the nature of the trust?
- What does it take to fulfil trust?
- To whom would the person be held accountable ?

- Wisdom - kewibawaan
- kebijaksanaan
- Courage - keberanian
- Temperance -
kesederhanaan
- Justice - keadilan

Wisdom (hikmah)

- In man it is excellence of discernment; discretion; intelligence, penetration of idea; correctness of opinion, quickness of understanding; clarity of mind; ease in learning; sagacity; eloquence; firmness of opinion; determination; truthfulness; faithfulness; amity; mercy; and awareness of the subtle actions of the soul

- The faculty of reason is sound, the person can distinguish between true and false in statements, between right and wrong in beliefs, and between good and evil in actions.
- If the faculty of reason is at the extreme of excess, i.e. used in “fulfilling the wrong motives”, the vice of wickedness is produced. At the extreme of deficiency, the vice of stupidity is generated.

Courage (shaja'ah)

- It is the greatness of soul; nobility; magnificence; intrepidity; bravery, patience; self-possession; composure; manliness; gentleness; fortitude; endurance; pardon; amiability; forgiveness; open-handedness; keeping secret; and correct evaluation of the self.

- The virtue of courage appears with the soundness of the faculty of anger; i.e when it obeys the dictates of reason and the religion in its arousal and appeasement. At the extreme of excess the vice of **rashness** appears. At the extreme of deficiency, the vice of **cowardice** exists in the soul

Temperance (iffah) (moderation or self-restraint)

- It is abstention from what is unlawful and base. It is the mean between extremes of excess and deficiency: i.e. self-indulgence, exceeding in the right limits of reason; and insensibility, failing to desire what reason recommends.
- The virtue of temperance is achieved when the faculty of desire yield to reason and the teaching of religion. At its excess, desire produces the vice of greed , while its deficiency causes the annihilation of desire.

Justice ('adalah)

- It is a condition of things and beings being in their rightful and proper places. It is order bringing about harmony in the soul, in the state, in nature.
- Wisdom is the knowledge of the limits. Justice is based upon wisdom. There are no extremes of justice. It has only its opposite which is injustice, whether as a condition or an act.

The Root Vices Destructive to Leadership

- Lying,
- Breaking Promise
- Betraying Trust

- “There are three things, which, if a man practices secretly, he is a hypocrite, even though he fasts and performs the worship: if he relates something, he lies; if, when he makes a promise, he breaks it; and if, when he is given a trust, he betrays it. “
- (Saying of the Prophet PBUH, in Bukhari and Muslim)

Envy (*hasad*)

- Envy is a great vice. It is worse than rancour, and even regarded as one of the three vices which “are both destructive to themselves and the roots of all other evil dispositions.”
- Envy is a state of mind in which a man is pained when another person obtains any good, and he wants that good taken away from him even though he himself will not obtain any advantage from his removal. This leads to the vice of pleasure in another’s misfortune.

Avarice (*bukhl*)(*extreme greed for money*)

- To keep wealth when it should be spent is avarice and to spend it when it should be kept is extravagance. Between these two extremes is the mean which is the virtue of generosity.
- In avarice the soul is much more attached to wealth than to extravagance.
- The cause of avarice is love of wealth:
- natural inclination to satisfy desires, which is facilitated by wealth; the hope of living a long life; fear of poverty for one's children; some people love wealth for its own sake.

Work matters

- 8 ways to reinvent ourselves and to ensure sustainability in our career
 1. Let go off your past
 2. Get comfortable with being uncomfortable
 3. Know where you are now (road map) –life is short – Time is long
 4. Know what you want
 5. Use today as a springboard toward to the future

6. Fear less
7. Don't confuse complacency with contentment
8. Get the support you need

PENUTUP

- Once the mind has been stretched by a new idea, it will never again return to its original size
 - Oliver Wendell Holmes