

Keys to Effective Governing Bodies

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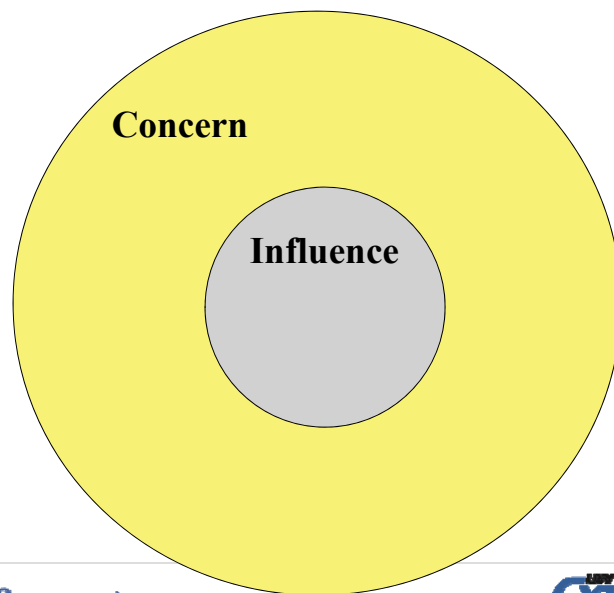
7 Habits of Highly Effective People

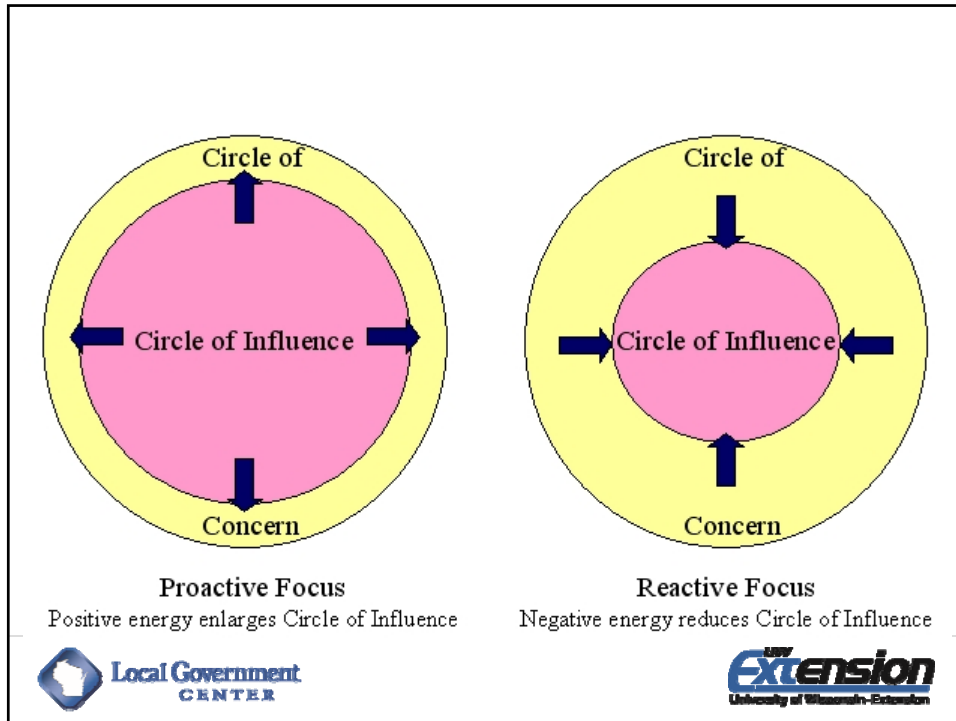
1. Be Proactive
2. Begin with the End in Mind
3. Put First Things First
4. Think Win Win
5. Seek First to Understand, Then to be Understood
6. Synergize
7. Sharpen the Saw

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1. Be Proactive

- Take Responsibility for Own Actions
- Respond according to values
- Focus on Circle of Influence





- Reactive**
- The mayor refused to appoint me to Public Works
 - There is nothing we can do
 - If only staff would do as we say
 - There is a lot we can achieve on the Parks Committee
 - Let's look at our alternatives
 - We will work with staff to identify and meet goals
- Local Government CENTER**
- Extension**
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2. Begin with the End in Mind



2. Begin with the End in Mind

Literally



**Think and Act
Strategically**



3. Put first things first

- Putting first things first is going after goals based on priorities and determining actual day-to-day and moment-to-moment priorities
- The key is not to prioritize what's on your schedule, but to schedule your priorities.
– Stephen Covey
- Focus on relationships and results



Steps to putting things first

- Set goal and delegate. One on one management is inefficient
- Say “No.” Scheduling priorities means saying “no” in order to focus and finish priorities.
- Focus to avoid always “putting out fires” or spending time on the trivial.
– Goals and relationships should be the priority.



Government Bodies: Allocate Time and Energy for effective Leadership

- Set goals
- Arrange study sessions
- Community relations
- Disposition/Legislation of issues

– Carl Neu

– Municipality June 2016



4. Think Win-Win



Think Win-Win

- **Separate the People from the Problem**
- **Focus on Interests, Not Positions**
- **Invent Options for Mutual Gain**
- **Insist on Objective Criteria**



Think Win-Win

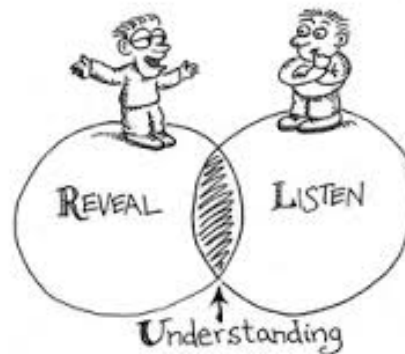
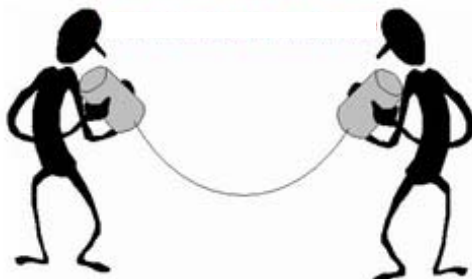


Think Win-Win

- **Demonstrate the Elements of Teams and Teamwork**
- **Know What the People Need**
- **Master Small Group Decision-Making**



5. Seek First to Understand, Then to Be Understood



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- Have Clearly Defined Roles and Relationships
- Honor the Council-Staff Partnership
- Have Clear Rules and Procedures for Council Meetings



5. Seek First to Understand, Then to Be Understood

- Engage with the Public in Multiple Ways



6. Synergize

- The Whole is greater than the parts
- Value and Respect Differences
- Build on Strengths
- Compensate for Weaknesses



Building on Strengths and Compensating for Weaknesses



Synergy

• **1 + 1 = 3**



Synergy in Practice

- Have you ever participated in a meeting with Synergy?
 - Formality drops
 - Trust is high
 - Non-competitive
 - High Investment in Emotional Bank Accounts

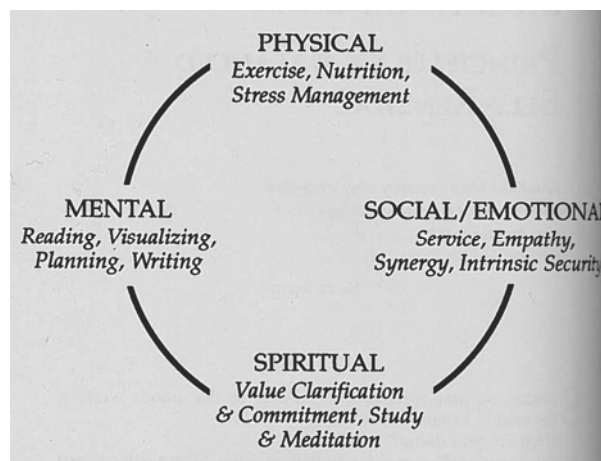


7. Sharpen the Saw

- Preserving and enhancing your greatest asset – Yourself and Others



Renew the Four Dimensions of Human Nature



The Seven Habits of Highly Effective People, Stephen Covey, p 288 1989 edition.

How can your board or counsel as a group “Sharpen the Saw”?

- Retreats – for Learning and Planning
- Avoid unnecessary “marathon” meetings
- Use humor
- Learn
- Empathize
- Make space: For self, for reflection, for nature
- Rest



Resources for *Keys to Highly Effective Governing Bodies*

The Seven Habits of Highly Effective People, Stephen R. Covey

Ten Habits of Highly Effective Councils, Carl H. Neu, Jr. (Article published in June 2016 edition of *The Municipality*, page 8.

Access at:

<http://www.lwm-info.org/DocumentCenter/View/725>)

Getting to Yes, Roger Fisher and William Ury

Boards That Make a Difference, John Carver

The Leadership Challenge, James M. Kouzes and Barry Z. Posner

