
7 Habits of Highly Effective People

"The 7 Habits of Highly Effective People" is by Stephen Covey that offers a holistic approach to personal and professional effectiveness.

Let's dive into the seven habits and up level ourselves!

Habit 1: Be Proactive



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- Take the initiative and make things happen.
- Aggressively seek new ideas and innovations.

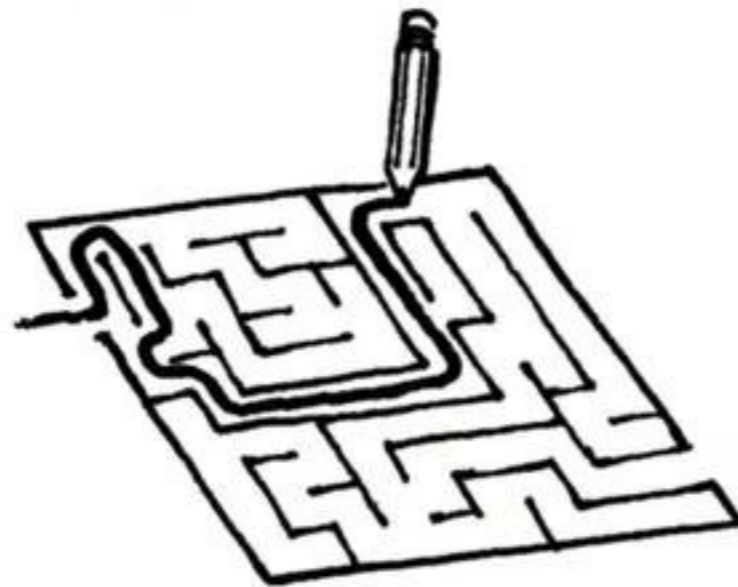


Habit 1: Be Proactive

- Don't let a negative environment affect your behavior and decisions.
- Work on things that you can do something about.
- If you make a mistake, learn from it.

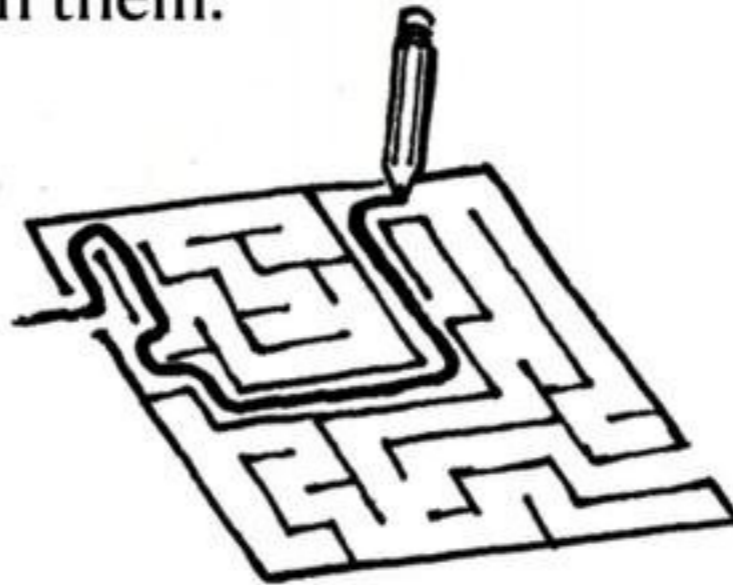


Habit 2: Begin with the End in Mind



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- Know where you are going and make sure all of the steps are taken in the right direction.
- First determine the right things to accomplish, then the right way to accomplish them.



Habit 3: Put First Things First

PRIORITIES

- 1.
- 2.
- 3.



Habit 3: Put First Things First

- Continually review and prioritize your goals.
- Say NO to doing unimportant tasks.



Habit 3: Put First Things First

- Focus on the tasks that will have impact if carefully thought out and planned.

Prioritize the Important
Things First

Habit 4: Think Win/Win

- Identify the key issues and results that would constitute a fully acceptable solution.
- Make all involved in the decision feel:
 - ❖ Good about the decision.
 - ❖ Committed to the plan of action



Habit 5: **Seek First to Understand,** **Then to be Understood**



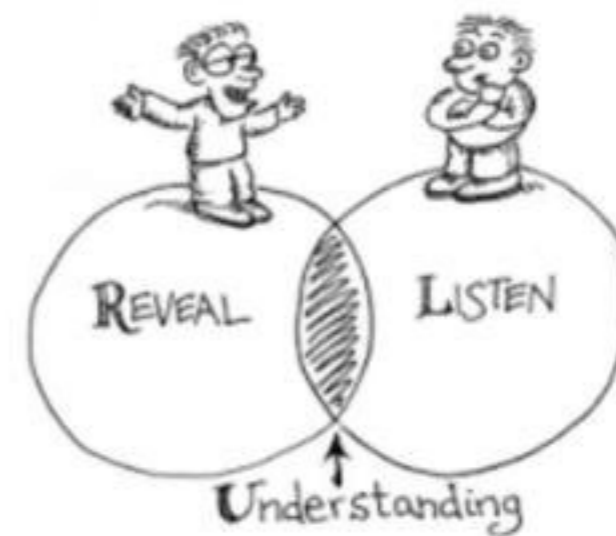
Habit 5: **Seek First** to Understand, **Then** to be Understood

- Learn as much as you can about the situation – “Listen, listen listen”.
- Try to see the problem from the other person’s perspective.



Habit 5: **Seek First** to Understand, **Then** to be Understood

- Present things logically, not emotionally.
- Be credible, empathic, and logical.



Habit 6: Synergize

- Make the whole greater than the sum of its parts.
- Help everyone bring out the best in everyone else

$$2 + 2 = 5$$



Habit 6: Synergize



I value other people's strengths and learn from them.
I get along well with others, even people who are different from me. I work well in groups. I seek out other people's ideas to solve problems. I know that "two heads are better than one". I am a better person when I let other people into my life and work.

Habit 7: Renewal (Sharpen the Saw)

- Physical: Exercise
- Mental: Reading, thinking, visualizing, planning, writing
- Spiritual: Value clarification and commitment
- Social



