



## **The 7 Habits of Highly Effective People** By Stephen Covey

The first 3 habits are internal. We must first master our inner man before we can be productive or hold sway over others. The last 4 are external, in how we deal with others and invest ourselves.

### **HABIT 1 : BE PROACTIVE**

“Be proactive is about taking responsibility for your life.” We must take responsibility for the things that we have control over, and learn not to worry about the things that we have no control over. We need to keep our focus and our energies on the things in our “circle of influence” not the “circle of concern”.

### **HABIT 2: BEGIN WITH THE END IN MIND**

This is akin to making sure your ladder is leaned against the right wall before you climb. You must plan ahead. All things are created twice, once in our head, once physically (like a building follows a blueprint). Developing a personal mission statement helps focus on where you want to end up.

### **HABIT 3: PUT FIRST THINGS FIRST**

Once you have determined the end goal, invest all your energies towards this goal. There are 4 quadrants that our time can be spent in. 1. Urgent (Crisis), 2. Not Urgent (Prevention, Relationship building, New opportunities, planning, recreation); 3. Urgent ( interruptions, some phone calls, some mail, some reports, some meetings, pressing matters) 4. Not Urgent (busy work, time wasters, pleasant activities). We need to spend most of our time in quadrant 2.

### **HABIT 4: THINK WIN-WIN**

Rather than approaching others with a goal of comparisons or competition, Win-Lose, we need to approach circumstances with a desire for a Win-Win outcome. It tries to cooperate with others, not compete with them. Once people feel that you are trying to work with them, not against them they are far more willing to work with you.

### **HABIT 5: SEEK FIRST TO UNDERSTAND, THEN TO BE UNDERSTOOD**

Before we speak, listen to what others are really trying to communicate. Until people feel that you understand, whatever you say to them will fall on deaf ears. But if they feel that you truly understand them, then you will first be able to help them better and second they will be far more willing to listen. We must learn to withhold judgment to truly listen. We must not listen through our autobiography. Rather than trying to get our point across, listen to understand, then speak.

### **HABIT 6: SYNERGIZE**

“To put it simply, synergy means ‘two heads are better than one.’” When you work with Win-Win in mind, synergy happens. We discover things that we could not have discovered ourselves, and we are better than if we had worked alone. A key part of this is to value differences rather than reject them. Differences can help us find a better path.

### **HABIT 7: SHARPEN THE SAW**

To sharpen the saw means “preserving and enhancing the greatest asset you have—you.” We must learn to balance our time between our work and “self-renewal” through the following:

“Physical:	Beneficial eating, exercising, and resting
Social/Emotional:	Making social and meaningful connections with others
Mental:	Learning, reading, writing, and teaching
Spiritual:	Spending time in nature, expanding spiritual self through meditation, music, art, prayer, or service”