

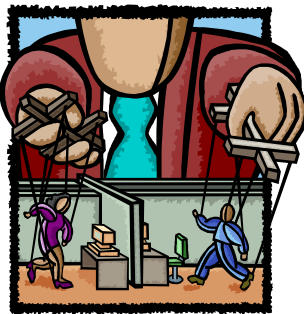
The “7 Habits of Highly Effective People” (in a nutshell)

from Stephen R. Covey

The 7 Habits provide a holistic, integrated approach to personal and interpersonal effectiveness. We are not our habits and we have the control to make or break them.

The 7 Habits begins with looking at our principles and paradigms. **Principles** are the guidelines for human conduct that are changeless, fundamental. Examples of principles are fairness or honesty. A **paradigm** is the way an individual perceives, understands and interprets the surrounding world. It is a mental map. The more we are aware of our paradigms, maps or assumptions and how we have been influenced by our experiences, the more we can take responsibility for them. To make significant changes in our lives we must work on the way we view the ourselves and the world.

HABIT 1: BE PROACTIVE



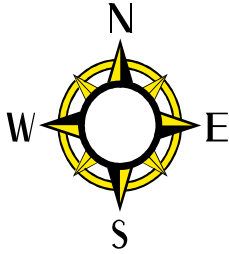
Habit of Personal Vision- Being proactive means we are responsible for our own lives and we have the ability to choose how we will respond in any situation. The opposite of proactive is reactive. A reactive person puts blame on conditions, conditioning, etc. for their behavior. The language of a proactive person is “I will”, “I choose to”, etc. A reactive person says, “I can’t”, “I have to,” “That is just the way I am”.

HABIT 2: BEGIN WITH THE END IN MIND



Habit of Personal Leadership- Begin with the end in mind means to begin each day or task with a clear understanding of your desired direction and destination. It is based on the principle that all things are created twice. There is a mental creation followed by a physical creation. It is in this habit that you begin to develop a personal mission statement. It focuses on what you want to be (character) and do (contribution). It examines your roles in life in a much deeper meaning.

HABIT 3: PUT FIRST THINGS FIRST



Habit of Personal Management- What are first things? First things are those things you, personally, find most worth doing. This habit involves organizing and managing time and events according to the personal priorities you established in Habit 2. This habit looks at the Time Matrix in detail determining where you spend the majority of your time and how to change based on effective planning and preparation.

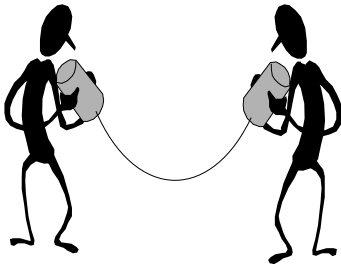
It looks at your priorities based on living the “Six-Step Process”.

HABIT 4: THINK WIN-WIN



Habit of Interpersonal Leadership- Most of us base our self worth on comparison and competition. We think of ourselves succeeding when we win and the other person fails. Win-win sees life as a cooperative arena, not a competitive one. Win-win is a frame of mind and heart that constantly seeks mutual benefit in all human interactions.

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



The Habit of Communication- Communication is the most important skill in life. Seek first to understand or “Diagnose Before You Prescribe” is a correct principal manifest in many areas of life. We typically seek first to be understood. We listen autobiographically and respond by evaluating, probing, advising and interpreting. In contrast,

“Empathetic Listening” gets inside another person’s frame and reference and allows you to see the world the way he/she sees it.

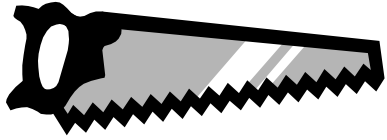
HABIT 6: SYNERGIZE



The Habit of Creative Cooperation- The concept of synergy is that the whole is greater than its parts. $1+1=3, 20, 100$, etc. Synergy is the achievement of all the other habits. It is effectiveness in an interdependent reality. It is team work, team building-the development of unity and creativity

with others. The essence of synergy is valuing differences and bringing those perspectives together in the spirit of mutual respect. It represents a win-win for both parties.

HABIT 7: SHARPEN THE SAW



The Habit of Self Renewal- Sharpening the saw means preserving and enhancing the greatest asset you have-YOU! It means have a balanced, systematic program for self- renewal in four areas of life: physical, social/emotional, mental and spiritual. These four areas need to be exercised to keep us effective in all of the habits.