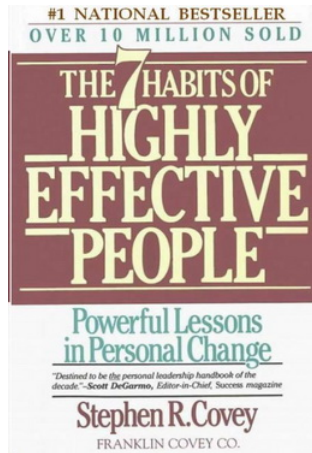


# The 7 Habits of Highly Effective People

October 17, 2016

*"The 7 Habits of Highly Effective People"* by **Stephen R. Covey**



## *"Be Proactive"*

- Take initiative.
- Manage change.
- Take responsibility and have accountability.

## *"Begin With the End in Mind"*

- Define vision and values.
- Set measurable team and personal goals.
- Align goals to priorities.
- Focus on desired outcomes.

## *"Put First Things First"*

- Execute strategy.
- Focus on important activities.
- Apply effective planning and prioritization skills.

- Use planning tools effectively.

*“Think Win-Win”*

- Build high-trust relationships.
- Build effective teams.
- Apply successful negotiation skills.
- Use effective collaboration.

*“Seek First to Understand Then to Be Understood”*

- Apply effective interpersonal communication.
- Overcome communication pitfalls.
- Understand others.
- Communicate viewpoints effectively.

*“Synergize”*

- Leverage diversity.
- Apply effective problem solving.
- Apply collaborative decision making.
- Value differences.
- Build on divergent strengths.

*“Sharpen the Saw”*

- Achieve life balance.
- Apply continuous improvement.
- Seek continuous learning.

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