SEVEN HABITS OF HIGHLY EFFECTIVE PEOPLE

BE PROACTIVE
✓ Take responsibility for your life
✓ Be able to choose your own response
✓ Be committed... where do you focus your energies?

BEGIN WITH THE END IN MIND
✓ Write your own philosophy/creed where you imagine yourself at your maximum potential
✓ Get centered around a set of values that transcend day to day activities

PUT FIRST THINGS FIRST
✓ Time management = self management
✓ Focus priorities
✓ 80% of results flow from 20% of activity

THINK WIN-WIN
✓ Look for solutions to allow everyone to win
✓ Balance self-respect and respect for others
✓ Win-Win or no deal
✓ Create endless possibilities

SEEK FIRST TO UNDERSTAND THEN TO BE UNDERSTOOD
✓ Challenge your view of the world and be open to new perspectives
✓ Put yourself in another’s shoes

SYNERGIZE
✓ A whole is greater than the sum of the parts
✓ Make a habit of creative cooperation and teamwork
✓ Bring different perspectives together in the spirit of mutual respect

SHARPENING THE SAW
✓ Maintain physical, mental, spiritual and emotional well-being
✓ Take one hour a day to maintain other six habits