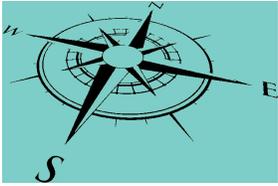


The Seven Habits of Highly Effective People: Powerful Lessons in Personal Change

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Description:

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Vision

Effective living

Mission

To set forth basic principles of effective living.

Values

Fairness

Integrity

Honesty: Honesty and integrity create the foundation of trust which is essential to cooperation and long-term personal and interpersonal growth.

Human Dignity

Service: Making a contribution.

Quality: Excellence

Potential

Growth: The process of releasing potential and developing talents.

Patience

Nurturance

Encouragement

Habit 1. Proactivity

Be proactive

Proactivity means more than merely taking initiative. It means that as human beings we are responsible for our own lives. Our behavior is a function of our decisions, not our conditions. We can subordinate feelings to values. We have the initiative and the responsibility to make things happen.

1.1. Circle of Concern

Look at where we focus our time and energy.

1.2. Circle of Influence

Focus on those things within our Circle of Concern that we can do something about.

1.2.1. Expansion

Expand our circle of influence.

1.2.2. Commitments

Make and keep commitments.

Habit 2. The End

Begin with the end in mind.

"Begin with the end in mind" is based on the principle that all things are created twice. There's a mental or first creation, and a physical or second creation to all things... but not all first creations are by conscious design. In our personal lives, if we do not develop our own self-awareness and become responsible for first creations, we empower other people and circumstances outside our Circle of Influence to shape much of our lives by default. We reactively live the scripts handed to us by family, associates, other people's agendas, the pressures of circumstances — scripts from our earlier years, from our training, our conditioning. These scripts come from people, not principles. And they rise out of our deep vulnerabilities, our deep dependency on others and our need for acceptance and love, for belonging, for a sense of importance and worth, for a feeling that we matter.

2.1. First Creation

Become your own first creator.

2.2. Personal Mission Statement

Develop a personal mission statement or philosophy or creed.

[A personal mission statement] focuses on what you want to be (character) and to do (contributions and achievements) and on values or principles upon which being and doing are based

2.2.1. Roles and Goals

Identify roles and goals.

You may find that your mission statement will be much more balanced, much easier to work with, if you break it down into the specific role areas of your life and the goals you want to accomplish in each area.

Habit 3. First Things

Put first things first.

Habit 3 is the second creation, the physical creation. It's the fulfillment, the actualization, the natural emergence of Habits 1 and 2. It's the exercise of independent will toward becoming principle-centered. It's the day-in, day-out, moment-to-moment doing it.

3.1. Personal Life

Determine the one thing you could do (that you're not doing now) that if you did on a regular basis, would make a tremendous positive difference in your personal life.

3.2. Business / Professional Life

Determine what one thing in your business or professional life that would make a tremendous, positive difference.

3.3. Priorities

Organize and execute around priorities.

The essential focus of the fourth generation of management can be captured in the time management matrix ... Basically, we spent time in one of four ways... the two factors that define an activity are urgent and important. Urgent means requiring immediate attention... Urgent matters are usually visible. They press on us; they insist on action. They're often popular with others. They're usually right in front of us. And often they are pleasant, easy, fun to do. But so often they are unimportant! Importance, on the other hand, has to do with results. If something is important, it contributes to your mission, your values, your high-priority goals. We react to urgent matters. Important matters that are not urgent require more initiative, more proactivity... Effective people stay out of quadrants III and IV because, urgent or not, [the activities in those quadrants] are not important.

3.3.1. Important, Nonurgent Matters

Move into quadrant II (important but not urgent activities).

Important but nonurgent activities include: Prevention, Production Capability (PC) activities; Relationship building; Recognizing new opportunities; Planning; Recreation

3.3.1.1. Roles

Identify roles.

The first task is to write down your key roles.

3.3.1.2. Goals

Select goals.

The next step is to think of two or three important things you should accomplish in each role ...

3.3.1.3. Scheduling

Look at the week ahead with your goals in mind and schedule time to achieve them.

3.3.1.4. Daily Adapting

Take a few minutes each morning to review your schedule [to] put you in touch with the value-based decisions you made as you organized the week as well as unanticipated factors that may have come up.

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Habit 4. Win/Win

Think win/win.

Win/win is a frame of mind and heart that constantly seeks mutual benefit in all human interactions. Win/Win means that agreements or solutions are mutually beneficial, mutually satisfying. With a Win/Win solution, all parties feel good about the decision and are committed to the action plan.

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Habit 5. Understanding

Seek first to understand, then to be understood.

"Seeking first to understand" involves a very deep shift in paradigm. We typically seek first to be understood. Most people do not listen with the intent to understand; they listen with the intent to reply. They're either speaking or preparing to speak. They're filtering everything through their own paradigms ...

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Habit 6. Synergy

Synergize.

... synergy is the highest activity in all life — the true test and manifestation of all of the other habits put together... Synergy is the essence of principle-centered leadership... It catalyzes, unifies, and unleashes the greatest powers within people... it means that the whole is greater than the sum of its parts. It means that the relationship which the parts have to each other is a part in and of itself. It is not only a part, but the most catalytic, the most empowering, the most unifying, and the most exciting part.

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Habit 7. Renewal

Sharpen the saw.

Renew the four dimensions of your nature — physical, spiritual, mental, and social/emotional.

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