

# The 7 Habits of Highly Effective People

Stephen Covey's 7 Habits of Highly Effective People is a landmark text. Below summarises the 7 habits, serving as a reminder for continuous reflection and improvement.

- 1. Be Proactive.** Make the choice to improve your life through the things you can influence.
- 2. Begin With the End in Mind.** Your values are a framework for decision making; use them to set your goals, then focus on achieving them.
- 3. Put Things First.** Set your priorities and focus on them to avoid wasting time on unimportant and non-urgent tasks.
- 4. Think Win-Win.** Encourage understanding for conflict resolution and seek mutual benefits so that everyone wins. You only win when others win.
- 5. Seek First to Understand Then to Be Understood.** Communication is as much about active listening as it is about speaking.
- 6. Synergize.** Together you go further, faster. Leverage your diversity and individual strengths.  $1 + 1 > 2$ .
- 7. Sharpen the Saw.** Preserve future productivity through physical, spiritual, social, emotional and mental renewal.

“Our character is a collection of our habits; these have a powerful role in our lives, they make us what we are and determine how much success we enjoy.” - Stephen R Covey

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