

# THE SEVEN HABITS OF HIGHLY EFFECTIVE PEOPLE

## 1. *Be proactive*

- *Take the initiative and the responsibility to make things happen.*

## 2. *Begin with the end in mind*

- *Start with a clear destination to understand where you are now, where you are going, and what you value most.*

## 3. *Put first things first*

- *Manage yourself. Organize and execute around priorities.*

## 4. *Think win/win*

- *See life as a cooperative, not a comprehensive arena, where success is not achieved at the expense or exclusion of others.*

## 5. *Seek first to understand*

- *Seek to understand, then to be understood. This builds the skills of empathic listening that inspires openness and trust.*

## 6. *Synergize*

- *Apply the principles of cooperative creativity and value differences.*

## 7. *"Sharpen the saw"*

- *Preserve and enhance your greatest asset, YOURSELF, by renewing the physical, spiritual, mental and social/emotional dimensions of your nature.*