

# The 7 Habits of Highly Effective People®

## Habit 1

### Be Proactive®

*You're in charge.*



Pause and respond.



Focus on your Circle of Influence®.



Use proactive language.

## Habit 2

### Begin With the End in Mind®

*Have a plan.*



Define outcomes before acting.



Create and live by a personal mission statement.

## Habit 3

### Put First Things First®

*Work first, then play.*



Focus on priorities and eliminate the unimportant.



Plan every week.



Stay true in the moment of choice.

## Habit 4

### Think Win-Win®

*Everyone can win.*



Balance courage and consideration.



Consider other people's wins as well as your own.

## Habit 5

### Seek First to Understand, Then to Be Understood®

*Listen before you talk.*



Listen empathically.



Respectfully seek to be understood.

## Habit 6

### Synergize®

*Together is better.*



Value differences.



Seek 3rd Alternatives.

## Habit 7

### Sharpen the Saw®

*Balance feels best.*



Invest in the whole person.

