

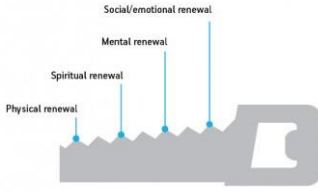
## THE 7 HABITS AT-A-GLANCE



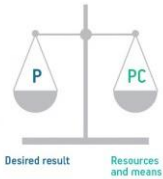
1. **BE PROACTIVE** – Take initiative + focus on what YOU can influence.
2. **BEGIN WITH THE END IN MIND** – Focus on your goals + unique contributions.
3. **PUT FIRST THINGS FIRST** – Focus on the important, not just the urgent.
4. **THINK WIN-WIN** – You win when others win.
5. **SEEK FIRST to UNDERSTAND, THEN to BE UNDERSTOOD** – Listen with an open ear + practice empathic listening.
6. **SYNERGIZE** – Seek out differences + aim to arrive at new + better alternatives.
7. **SHARPEN THE SAW** – Renew, repair + rejuvenate yourself.

# HABITS OF HIGHLY EFFECTIVE PEOPLE

## 7 Sharpen the saw



### Maintain a balance



## 6 Synergize

$1+1 = >2$

In relationships the whole is more than the sum of its parts

### Conditions for synergy

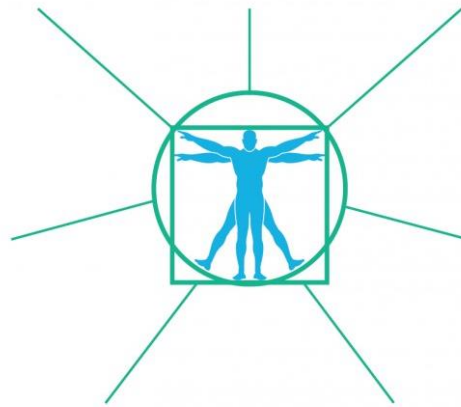
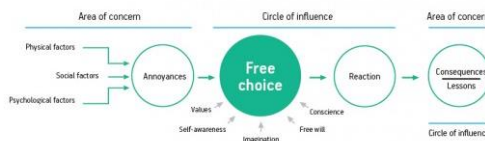
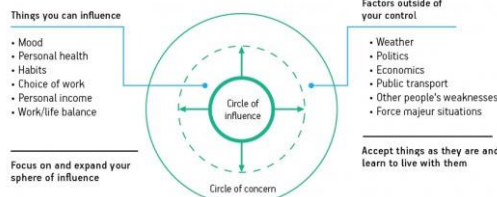
- Difficult tasks
- Absence of competition
- Mutual pursuit of win/win
- Empathetic communication



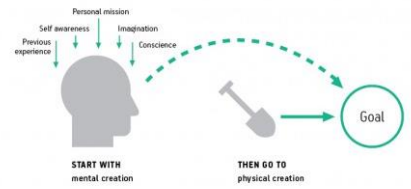
### Requirements for cooperators

- Recognise the limits of your own understanding and insufficiency of your experience
- Perfect your strong points and compensate for your weak ones
- Respect and value differences

## 1 Be proactive!



## 2 Begin with the end in mind

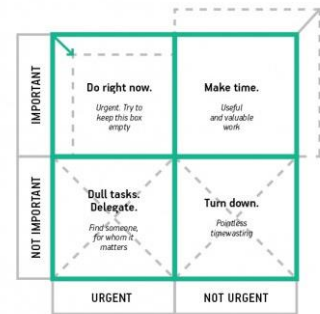


### Draw up your personal mission statement:

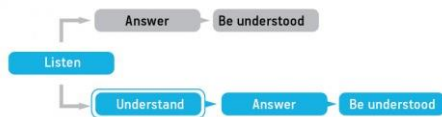
What do you want to be like?  
What do you want to do?  
Your principles and values

- CHARACTER
- + CONTRIBUTIONS AND ACHIEVEMENTS
- + FOUNDATION FOR YOUR ACTIONS

## 3 Put first things first



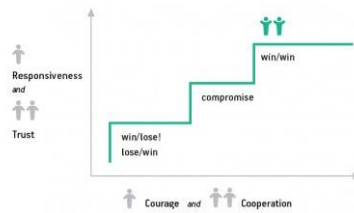
## 5 Seek first to understand, then to be understood



### Become an empathetic listener



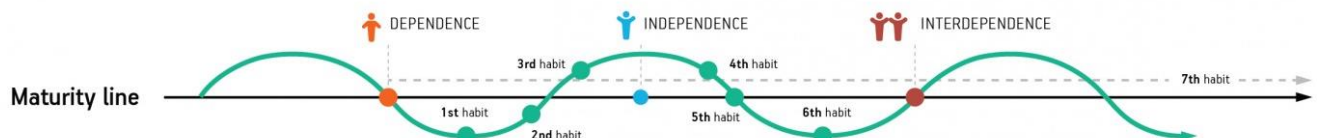
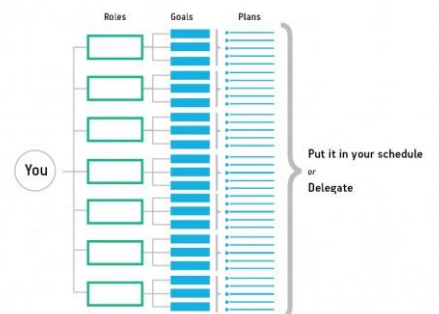
## 4 Think win/win



### 4 steps to win/win

1. Put yourself in the other person's shoes
2. Identify the key issues and concerns (not positions) not positions at stake
3. Identify outcomes that would be fully mutually beneficial
4. Think up new options and possibilities to make these happen

### Weekly planning in 2nd quadrant



## TIPS FOR LIVING MORE OF EACH HABIT

### THE PERSONAL VICTORY HABITS:

#### 1 BE PROACTIVE

- Examine your thoughts + moods. Pause before reacting.
- Choose how you will respond (don't let your emotions dictate).
- Use proactive language.
  - "I have to" becomes "I choose to".
  - "They won't let me" becomes "I will get this done."

#### 2 BEGIN WITH THE END IN MIND

- Create a road map that has a clear destination.
- Visualize your goals; creation first happens in the mind.
- Be able to define practical goals + outcomes for your team.

#### 3 PUT FIRST THINGS FIRST

- Do the things that matter the most, FIRST.
- Rewire yourself to do the things you MUST do before the things you WANT to do.
- If you say "yes" to something, you are saying "no" to something else.

### THE PUBLIC VICTORY HABITS:

#### 4 THINK WIN- WIN

- See the problem from the other's point of view.
- Determine what results would be acceptable (or good) for both parties.
- Look for new opportunities to achieve these results.

#### 5 SEEK FIRST TO UNDERSTAND, THEN BE UNDERSTOOD

- Practice empathic listening.
- Don't be judgmental.
- Be aware of your non-verbal communication.
- Ask clarifying questions to gain more understanding.

#### 6 SYNERGIZE

- Encourage "wild" ideas from the other person.
- Don't get trapped in the details.
- Build on other's ideas.

### THE HABIT THAT MAKES ALL OTHERS POSSIBLE:

#### 7 SHARPEN THE SAW

- Set health + fitness goals.
- Build on strengths –your own + others.
- Develop a hobby that you love.
- Listen to uplifting music.
- Practice meditation + reflection.