

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.