

Introduction

■ **Independence:** Habits about moving from dependence to independence (i.e., self-mastery):

1. **Be Proactive**
2. **Begin with the End in Mind**
3. **Put First Things First**

■ **Interdependence:** Habits about Interdependence (e.g. working with others)

4. **Think Win-Win**
5. **Seek First to Understand, Then to be Understood**
6. **Synergize**

■ **Continuous Improvements** Continuous improvements in the personal and interpersonal spheres of influence of one's life.

7. **Sharpen the Saw**

Habit 1: Be Proactive

Assume responsibility, focus, and act on what can be controlled and influenced, instead of what can't.

Do something, stop sitting around and take action. Every minute you're sitting and checking Facebook, you're not taking action that will get you closer to your dreams

Habit 2: Begin with the End in Mind

Define clear measures of success and create a plan to achieve them for both life and work.

Plan what you're taking action about. Think things through. Do one thing in the right order before proceeding to the next, in order to keep the process focused and moving forward.

Habit 3: Put First Things First

Prioritize and achieve the most important goals instead of constantly reacting to urgencies.

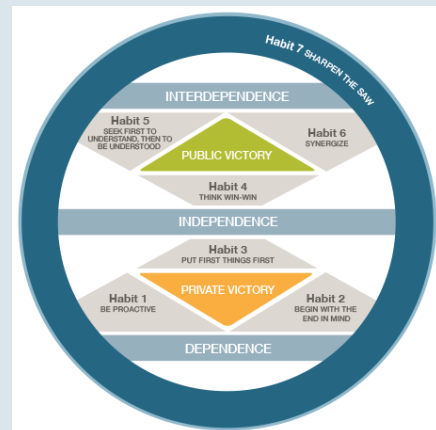
Spend time doing what fits into your personal mission, observing the proper balance between production and building production capacity. Identify the key roles that you take on in life, and make time for each of them.

Habit 4: Think Win-Win

Collaborate more effectively with others by building high-trust relationships of mutual benefit.

Seek agreements and relationships that are mutually beneficial. Where a "win/win" deal cannot be achieved, accept that agreeing to make "no deal" may be the best alternative. When developing an organizational culture, reward employees who exhibit win/win behavior and avoid rewarding those with win/lose behavior.

Diagram of 7 Habits



Credit: <http://7habits.franklincovey.com/>

Visit their website for more information and training.

Habit 5: Seek First to Understand, Then Understood

Influence others by developing a deep understanding of their needs and perspectives.

First understand the other party's point-of-view, and only then try making your self understood.. Effective listening is not simply echoing what the other person has said through your own experience. Rather, it is placing oneself in the perspective of the other person. Listen empathically for both feeling and meaning of their words.

Habit 6: Synergize

Develop innovative solutions that leverage diversity and satisfy all key stakeholders.

Use trustful communication to find ways to leverage individual differences and create a whole greater than the sum of the parts. Through mutual trust and understanding, one can often solve conflicts and find better solutions

Habit 7: Sharpen the Saw

Increase motivation, energy, and work/life balance by making time for renewal activities.

Rest and Relaxation provides one with the energy to work harder.



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 Page 1 of 1.

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