

The Seven Habits of Highly Effective People

- 1. *Be Proactive.*** Be an agent of change rather than a victim of circumstances. Act toward improving rather than complain.
- 2. *Begin with the end in mind.*** Create a mission statement describing a mental vision and purpose that will guide your direction. Then set measurable goals to realize the vision.
- 3. *Put first things first.*** Focus on what matters most. After you know which goals you want to achieve, always work toward your goals and ignore trivial distractions that do not lead to their attainment.
- 4. *Think win-win.*** Think “we,” not “me.” Find a way to help others to succeed while you succeed as well.
- 5. *Seek first to understand and then to be understood.***
Listen with the intent to understand others rather than to reply. Think first, and then speak with the intent to be understood.
- 6. *Synergize.*** Combine ideas of others to create even better solutions.
- 7. *Sharpen the saw.*** Always take time to improve your skills and learn new ones.