

The 7 Habits of Highly Effective People®

1. Be Proactive® *You're in charge.*



Pause and respond based on principles and desired results.



Use proactive language.

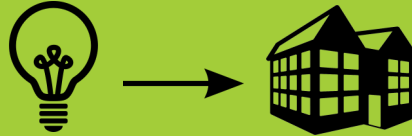


Focus on your Circle of Influence®.



Become a Transition Person.

2. Begin With the End in Mind® *Have a plan.*



Define outcomes before you act.



Create and live by a personal mission statement.

3. Put First Things First® *Work first, then play.*



Focus on your highest priorities.



Eliminate the unimportant.



Plan every week.



Stay true in the moment of choice.

4. Think Win-Win® *Everyone can win.*



Build your Emotional Bank Account.



Have an Abundance Mentality.



Balance courage and consideration.



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



Create Win-Win Agreements.

5. Seek First to Understand, Then to Be Understood® *Listen before you talk.*



Practice Empathic Listening:
Reflect the speaker's feelings & words.



Respectfully seek to be understood:
State your point of view using "I" messages.

6. Synergize® *Together is better.*



Value differences:
Build on others' strengths.



Seek 3rd Alternatives:
Use the Path to Synergy.

7. Sharpen the Saw® *Balance feels best.*



Achieve the Daily Private Victory:
Schedule time to renew in all four dimensions of your life.

Poster design created by the leaders at: