

# The 7 Habits of Highly Effective People



- 1) Be proactive.  
Use resourcefulness and initiative to break through barriers.
- 2) Begin with the end goal in mind.
- 3) Put first things first.
- 4) Think win – win.
- 5) Seek first to understand, then to be understood.
- 6) Synergize, demonstrate innovation - new, better alternatives.
- 7) Understand each person involved to get the most out of each individual.

Thank you, Stephen R. Covey!!

Source: *The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change*, by Stephen R. Covey

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