

The 7 Habits of Highly Effective People®

Habit 1

Be Proactive®

You're in charge.



Pause and respond.



Focus on your Circle of Influence®.



Use proactive language.

Habit 2

Begin With the End in Mind®

Have a plan.



Define outcomes before acting.



Create and live by a personal mission statement.

Habit 3

Put First Things First®

Work first, then play.



Focus on priorities and eliminate the unimportant.



Plan every week.



Stay true in the moment of choice.

Habit 4

Think Win-Win®

Everyone can win.



Balance courage and consideration.



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

Habit 5

Seek First to Understand, Then to Be Understood®

Listen before you talk.



Listen empathically.



Respectfully seek to be understood.

Habit 6

Synergize®

Together is better.



Value differences.



Seek 3rd Alternatives.

Habit 7

Sharpen the Saw®

Balance feels best.



Invest in the whole person.

Based on a poster design created by the leaders at Kenwood Leadership Academy.