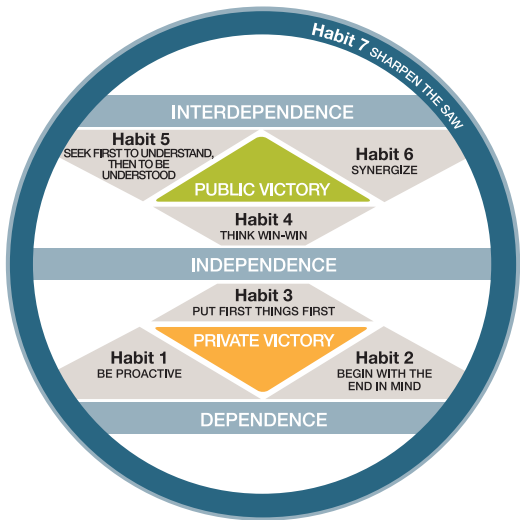


# The 7 Habits of Highly Effective People®



## Maturity Continuum

## THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE®

To be effective, we need to win both the Private and Public Victories.

### Private Victory®

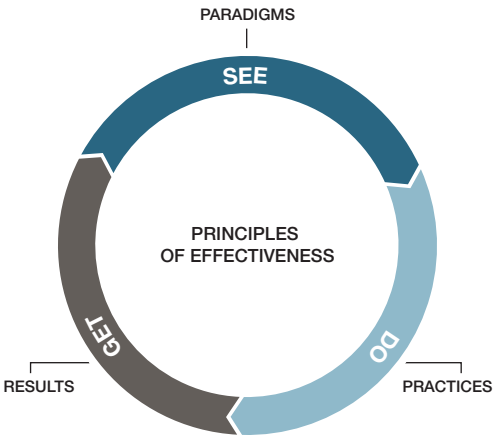
Winning this victory moves us from dependence to independence. It means we have developed self-mastery and are able to achieve our most important goals. It comes from living Habits 1, 2, and 3.

### Public Victory®

Winning this victory moves us from independence to interdependence. It's our capacity to develop meaningful relationships and work well with others. It comes from living Habits 4, 5, and 6.

**Habit 7** is the habit of renewal. It gives us the capacity to live the other habits.

# Paradigms and Principles of Effectiveness



## See-Do-Get Cycle

The results we get in our lives depend on what we do. What we do depends on how we see the world around us. Therefore, if you want to change your habits, begin by changing your paradigms.

## PARADIGMS AND PRINCIPLES OF EFFECTIVENESS

Each of the 7 Habits is based on principles of effectiveness, paradigms that are aligned with principles, and practices that produce effective results.

**PRINCIPLES** are timeless, universal, self-evident, and in operation, whether we accept or understand them or not.

**PARADIGMS** are the way we see, understand, and interpret the world—our mental map.

**PRACTICES** are behaviors—how we carry out our paradigms.

“If you want to make minor changes in your life, work on your behavior. But if you want to make significant, quantum breakthroughs, work on your paradigms.”

—Stephen R. Covey



## HABIT 1 Be Proactive

### Common Paradigm

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You're responsible  
for my happiness.

### Highly Effective Paradigm

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I am responsible for  
my happiness.

### What It Means...

When you are proactive, you take responsibility for your own life. It means you choose your behavior based on principles rather than on your feelings or circumstances. Habit 1 is based on the principles of responsibility, choice, accountability, initiative, and resourcefulness.

# Highly Effective Practices

Pause before you respond.



Use proactive language.



Focus on your Circle of Influence.





## HABIT 2

# Begin With the End in Mind<sup>®</sup>

### Common Paradigm

---

I just go wherever life takes me.

### Highly Effective Paradigm

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I define my life's vision and purpose and live by it.

### What It Means...

When you Begin With the End in Mind, you think about where you want to end up before you start something. It means that you define the outcomes you want in life—whether big or small. Habit 2 is based on the principles of vision, commitment, and purpose.

# Highly Effective Practice

Create and  
live by a Personal  
Mission Statement.





A stack of five smooth, rounded stones of varying shades of grey and brown, balanced on a wooden log on a beach. The background is a blurred view of the ocean and sky.

HABIT 3

## Put First Things First®

### Common Paradigm

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I spend time on  
what's most urgent.

### Highly Effective Paradigm

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I spend time  
on what's most  
important.

### What It Means...

When you Put First Things First, you manage yourself effectively. It means you organize your time around the most important things. Habit 3 is based on the principles of focus, integrity, discipline, and prioritization.

# Highly Effective Practices

Focus on your  
highest priorities.



Plan every week.

Big Rocks		WEEK OF: _____
ROLES	BIG ROCKS	
1 Sharpen the Saw	BODY: MIND: HEART: SPIRIT:	
2		

A close-up photograph of a glass bowl filled with golden-brown cookies and several bright yellow lemons. The bowl is set against a blurred background of a red surface, possibly a tomato.

## HABIT 4

# Think Win-Win<sup>®</sup>

### Common Paradigm

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The more you get,  
the less there is for  
me.

### Highly Effective Paradigm

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There's more than  
enough for everyone.

## What It Means...

When you Think Win-Win, you look for ways for everyone to win—whether solving a problem, making an agreement, or working on an opportunity. It means you hold the mindset that there's enough to go around—and then some. Habit 4 is based on the principles of mutual benefit, fairness, and abundance.

# Highly Effective Practices

Build your Emotional Bank Account with others.



Have an Abundance Mentality.



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





HABIT 5

# Seek First to Understand, Then to Be Understood®

## Common Paradigm

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I need to make sure people understand my point of view.

## Highly Effective Paradigm

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I have more influence when I listen first.

## What It Means...

When you Seek First to Understand, Then to Be Understood, you try to understand another person's perspective before presenting your point of view.

# Highly Effective Practices

Practice Empathic Listening.

INTENT

+

SKILL

Respectfully seek to be understood.

INTENT

+

SKILL



HABIT 6

**Synergize®**

## Common Paradigm

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Let's compromise.

## Highly Effective Paradigm

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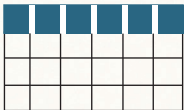
Let's come up with a better way together.

## What It Means...

When you Synergize, you work with others to look for a better way. It means you aren't satisfied with compromise, where everyone gives up something. Instead, you look for a 3<sup>rd</sup> Alternative—a better solution where everyone wins. Habit 6 is based on the principles of creativity, cooperation, diversity, and humility.

# Highly Effective Practices

Value differences.




Seek 3<sup>rd</sup> Alternatives.







HABIT 7

## Sharpen the Saw®

### Common Paradigm

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I'm too busy today to take time for myself.

### Highly Effective Paradigm

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I take time for myself every day because it gives me the ability to do everything else.

### What It Means...

When you Sharpen the Saw, you take time to invest in yourself every day. It means you regularly renew your body, mind, heart, and spirit. Habit 7 is based on the principles of renewal, continuous improvement, and balance.

# Highly Effective Practice

Achieve the Daily  
Private Victory.

