



In 1989, a self-help book called **The Seven Habits of Highly Effective People** soared to the top of the best-seller list. With over 25 million copies sold, it continues to sell strong today. A main reason for the ongoing success is that so many people feel that these habits have contributed to their success. Here they are:

The Seven Habits of Highly Effective People

Habits based on Independence:

The First Three Habits surround moving from dependence to independence (i.e., self-mastery):

Habit 1: Be Proactive

Take initiative in life by realizing that your decisions (and how they align with life's principles) are the primary determining factor for effectiveness in your life. Take responsibility for your choices and the consequences that follow.

Habit 2: Begin with the End in Mind

Self-discover and clarify your deeply important character values and life goals. Envision the ideal characteristics for each of your various roles and relationships in life. Create a mission statement.

Habit 3: Put First Things First

Prioritize, plan, and execute your week's tasks based on importance rather than urgency. Evaluate whether your efforts exemplify your desired character values, propel you toward goals, and enrich the roles and relationships that were elaborated in Habit 2.

Habits based on Interdependence:

The next three have to do with Interdependence (i.e., working with others):

Habit 4: Think Win-Win

Genuinely strive for mutually beneficial solutions or agreements in your relationships. Value and respect people by understanding a "win" for all is ultimately a better long-term resolution than if only one person in the situation had got his way.

Habit 5: Seek First to Understand, Then to be Understood

Use empathic listening to be genuinely influenced by a person, which compels them to reciprocate the listening and take an open mind to being influenced by you. This creates an atmosphere of caring, and positive problem solving.

Habit 6: Synergize

Combine the strengths of people through positive teamwork, so as to achieve goals no one person could have done alone.

Habits focused on Continuous Improvement:

The final habit is that of continuous improvement in both the personal and interpersonal spheres of influence.

Habit 7: Sharpen the Saw

Balance and renew your resources, energy, and health to create a sustainable, long-term, effective lifestyle. It primarily emphasizes exercise for physical renewal, prayer (meditation, yoga, etc.) and good reading for mental renewal. It also mentions service to society for spiritual renewal.

Source: The habits listed above are Wikipedia bullet points for the book:

Covey, Stephen. *The 7 Habits of Highly Effective People*. New York: Free Press, 1989.