

Seven Habits of Highly effective people

1. Be proactive

Take responsibility for their own lives. Determine the agendas they will follow and choose response to what happens around them.

2. Begin with the end in mind.

Use personal vision, correct principles and their deep sense of personal meaning to accomplish tasks in a positive and effective way. Live life based on self-chosen values and are guided by their own personal mission statement.

3. Put first things first.

4. Think win-win

These people have an abundance mentality and the spirit of cooperation. They achieve effective communication and high trust levels in their emotional bank accounts with others, resulting in rewarding relationships and greater power.

5. Seek first to understand. Then to be understood.

6. Synergize.

Effective people know that the whole is greater than the sum of parts.

7. Sharpen the saw

Effective people are involved in self-renewal and self-improvement in the physical, mental, spiritual and social emotional areas which enhance all areas of their life and nurture the other six habits.