

**American Management Association's
The 7 Habits of Highly Effective People**

Paradigms and Principles of Effectiveness

- Identify the Key Principles of Effectiveness in Which the 7 *Habits* Are Rooted
- Assess Your Paradigms, and Adopt Paradigms of Effectiveness
- Identify Areas of Your Work and Personal Lives in Which You Can Apply the 7 *Habits*

Habit 1: Be Proactive[®]

- Take the Initiative to Focus on Things You Can Influence, Instead of Focusing on Things You Cannot
- Respond Proactively
- Be Responsible and Accountable
- Identify Things That Can Be Controlled and Influenced
- Have a Positive Influence on Results, Their Environment, and Others

Habit 2: Begin with the End in Mind[®]

- Define Clear Measures of Success and a Plan to Achieve Them
- Define Vision and Values
- Create a Mission Statement
- Set Measurable Team and Personal Goals
- Start Projects Successfully
- Align Goals to Priorities
- Focus on Desired Outcomes

Habit 3: Put First Things First[®]

- Prioritize and Achieve Your Most Important Goals, Instead of Constantly Reacting to Urgencies
- Balance Key Priorities
- Eliminate Low Priorities and Time-Wasters
- Execute Strategy
- Use Planning Tools Effectively
- Use Effective Time-Management Skills

Private Victory[®] ***to Public Victory***[®]

- Build Trust in Key Relationships
- Build an Emotional Bank Account with Others

Habit 4: Think Win-Win®

- Collaborate More Effectively By Building Relationships of Mutual Benefit
- Build High-Trust Relationships
- Build Effective Teams
- Identify Wins for All Parties and Create Effective Collaboration
- Build Productive Business Relationships
- Strategize to the Long Term

Habit 5: Seek First to Understand, Then to Be Understood® (Part 1)

- Influence Others By Developing a Deep Understanding of Their Needs and Perspectives
- Apply Effective Listening Skills
- Deeply and Accurately Understand Others
- Apply Effective Interpersonal Communication Skills

Habit 5: Seek First to Understand, Then to Be Understood® (Part 2)

- Overcome Communication Pitfalls
- Communicate Viewpoints Effectively
- Give and Receive Input and Feedback Productively
- Apply Effective Communication Skills to the Digital World

Habit 6: Synergize®

- Develop Innovative Solutions That Leverage Diversity and Satisfy All Key Stakeholders
- Leverage and Build on Diverse Strengths
- Apply Effective Problem Solving
- Apply Collaborative Decision Making
- Collaborate Creatively to Identify Innovative and Effective Solutions
- Embrace and Leverage Innovation

Habit 7: Sharpen the Saw®

- Build Motivation, Energy and Work Life Balance By Making Time for Renewal Activities
- Achieve Life Balance
- Integrate Continuous Improvement and Learning into Your Life
- Build Capacity to Practice the 7 Habits

Living the 7 Habits

- Identify the Principles, Skills and Tools of Effectiveness
- Apply the Work Session Skills and Tools to Your Life After the Work Session