THE SEVEN HABITS, BRIEFLY

THE SEVEN HABITS OF HIGHLY EFFECTIVE PEOPLE.

1: BE PROACTIVE

Between stimulus and response in human beings lies the power to choose. Proactivity, then, means that we are solely responsible for what happens in our lives. Not fair blaming anyone or anything else.

2: BEGIN WITH THE END IN MIND

Imagine your funeral and listen to what you would like the eulogists to say about you. This should reveal exactly what matters most to you in your life. Use this frame of reference to make all your day-to-day decisions so that you are working toward your most meaningful life goals.

3: PUT FIRST THINGS FIRST

To manage our lives effectively, we must keep our mission in mind, understand what’s important as well as urgent, and maintain a balance between what we produce each day and our ability to produce in the future. Think of the former as putting out fires and the latter as personal development.

4: THINK WIN/WIN

Agreements or solutions among people can be mutually beneficial if all parties cooperate and begin with a belief in the “third alternative”: a better way that hasn’t been thought of yet.

5: SEEK FIRST TO UNDERSTAND THEN TO BE UNDERSTOOD

Most people don’t listen. Not really. They listen long enough to devise a solution to the speaker’s problem or a rejoinder to what’s being said. Then they dive into the conversation. You’ll be more effective in your relationships with people if you sincerely try to understand them fully before you try to make them understand your point of view.

6: SYNERGIZE

Just what it sounds like. The whole is greater than the sum of its parts. In practice, this means you must use “creative cooperation” in social interactions. Value differences because it is often the clash between them that leads to creative solutions.

7: SHARPEN THE SAW

This is the habit of self-renewal, which has four elements. The first is mental, which includes reading, visualising, planning and writing. The second is spiritual, which means value clarification and commitment, study and meditation. Third is social/emotional, which involves service, empathy, synergy and intrinsic security. Finally, the physical element includes exercise, nutrition and stress management.

Extracted from:
Covey, Stephen R.,
The Seven Habits of Highly Effective People,

It takes less time to do a thing right, than it does to explain why you did it wrong.
---Henry W. Longfellow
**Ten Tips on Time Management**

**Tip 1: Spend Time Planning**
- What are your goals or objectives?
- What is important to you?
  - Planning:
    - Yearly
    - Monthly
    - Weekly
    - Daily

Questions:
- What is important in your job?
- What is important in your life?
- What do I want to achieve?
  - This year
  - This month
  - This week
  - Today

**Tip 2: Use a ‘To Do’ List**

**Tip 3: Prioritise - Put First Things First**
- A, B, C
  1: Important and Urgent
  2: Important but not Urgent
  3: Urgent but not Important
  4: Busy Work
  5: Wasted Time

Pareto 80/20 Rule

**Tip 4: Use a Diary**
Use a diary to schedule your work as well as your meetings.

**Tip 5: Deal with Your Time Wasters**
- Interruptions
- Phone Calls
- Meetings
- Procrastination
- Saying NO
- Set Deadlines

**Tip 6: Deal with Paperwork**
- Handle paper once only.
  - Do it.
  - Delegate it.

**Tip 7: Use an In-Tray**
All incoming mail should go into your in-tray. Clear your in-tray regularly.

**Tip 8: Listen to Your Biological Clock**
When do you operate best?
Schedule important tasks for your best time.

**Tip 9: Set Deadlines**

Parkinson’s Law -
Work expands to fill the times available.

Murphy’s First Law -
Nothing is as simple as it seems.

Murphy’s Second Law -
Everything takes longer than you think.

Murphy’s Third Law -
If anything can go wrong, it will.
Be realistic.

**Tip 10: How are You Using Your Time Now?**
Ask yourself: “Is this the best way I could be using my time right now?”