
The 7 Habits of Highly Effective People

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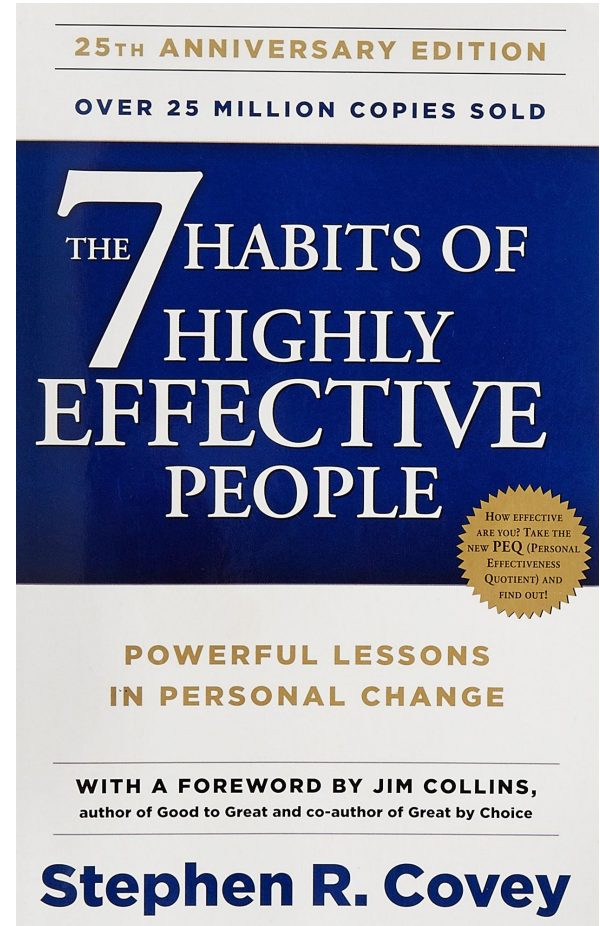
~350 pages

Hard back/soft back

Audible - audio books

The 7 Habits of Highly Effective People

- Perspective
- Principles
- Personal Change



Intro

1. Perspective

In order change any given situation, we must
first change ourselves

In order to change ourselves, we must be able to
change our perceptions...

How we see the world is based on the lens we are looking through

Created from previous experiences,
emotions,
and knowledge



Good News

You can change your lens!



2. P & PC

→ P = Production

Your output, sales, billable hours, services rendered

→ PC = Production Capacity

Your ability to Produce your product



IT'S ALL ABOUT Balance

P and **PC** must be in balance

You can't have golden eggs without the
goose

—

Habit 7

Continuous Improvement

Habits 1-6

Interdependence



Habits 1-3

Independence



Dependence

Habit 1.

Be Proactive

Learn and believe that you have the ability to influence your outcomes

Active reminder to focus on the things that you can change, and be less influenced by things that are out of your control

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Biggest take aways-:

Work on removing the victim mindset

"This is the way I am"

"There's nothing I can do"

Understand our unique ability as humans to critique our own character.

—
Give me the **COURAGE** to change
the things that can, and ought to be
changed,

The **SERENITY** to accept the things
that can't,

And the **WISDOM** to know the
difference.

Habit 2.

Start with the end in mind

- Leadership Habit
 - What do you want to be known for/as?
 - Acknowledge Your Center
 - Principle Centered Values
 - Timeless and Unchanging
-

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Biggest take aways-:

Write a personal mission statement

Apply the values to your personal life and work

**Q: What is one thing you could do,
(that you aren't already doing)**

that if you did it,

**would make a tremendous positive
difference in your life?**

Habit 3.

Do First Things First

- Management habit

The 4 Quadrants

The secret to productivity

	Urgent	Not Urgent
Important	I (MANAGE) <ul style="list-style-type: none"> • Crisis • Medical emergencies • Pressing problems • Deadline-driven projects • Last-minute preparations for scheduled activities 	II (FOCUS) <ul style="list-style-type: none"> • Preparation/planning • Prevention • Values clarification • Exercise • Relationship-building • True recreation/relaxation
	Quadrant of Necessity	Quadrant of Quality & Personal Leadership
Not Important	III (AVOID) <ul style="list-style-type: none"> • Interruptions, some calls • Some mail & reports • Some meetings • Many "pressing" matters • Many popular activities 	IV (AVOID) <ul style="list-style-type: none"> • Trivia, busywork • Junk mail • Some phone messages/email • Time wasters • Escape activities • Viewing mindless TV shows
	Quadrant of Deception	Quadrant of Waste

Habit 3.

Do First Things First

- Management habit
- What is something you know you should do, that if you did, you would be better off?
- Spend as much time in Q2 as possible
- Avoid Q3 and Q4

Biggest take aways-:

Stop being busy with things that don't matter

Schedule time in your week to work in Q2, and make it as important as the reactive tasks from Q1

Learn to identify what is Q3 and try to avoid.

Habit 4.

Think Win - Win

- Any other variation has a loser
- No deal is always an option
- Relationship bank account
- Make deposits, not withdrawals

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Biggest take aways-:

Win - Win = Abundance Mentality

Habit 5.

Seek First To Understand, Then To Be Understood.

- Listen with the intention of understanding, not with the intention of speaking
- Diagnose before you prescribe

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Biggest take aways-:

The power of empathy

Habit 6.

Synergise

- The essence of Interdependence
- $1 + 1 = 3$ or even 50,000
- Synergy can result in new outcomes not even previously thought about

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Biggest take aways-:

You can use variety of opinions and experience to produce amazing outcomes



Habit 7.

Sharpen the Saw

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Sharpen The Saw

- Take time to rejuvenate and renew yourself
- Compliments all the other habits
- 4 Dimensions

The 4 Dimensions:

Physical -

Health, Rest, Exercise

Spiritual -

Meditation, Music Nature

Mental -

study, literature, knowledge

Social/Emotional

— People , good projects, abundance mentality

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Sharpen The Saw

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- 4 Dimensions

Biggest take aways-:

Planning to revive the 4 dimensions preserves your greatest asset

YOU

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