
The 7 Habits of Highly Effective People Summary PDF

Cheatsheet — GrowthSummary.com

? 1. Be Proactive: Take responsibility and focus on what you can control

Habit 1 is “be proactive.” It means taking responsibility for our lives, beginning with working on what we can control. It is based on psychologist Viktor Frankl’s idea that humans can choose their response in any situation. The opposite is being reactive, seeing ourselves as helpless victims of our circumstances.

? 2. Begin With The End in Mind: Live based on how you want to be remembered

Habit 2 is “begin with the end in mind.” It means visualizing how we want to be remembered at the end, then working backwards to determine how we want to live. Mission Statements are a useful tool to make sure our daily decisions are aligned with our ultimate vision.

? 3. Put First Things First: Allocate your time by scheduling the most important things first

Habit 3 is “Put first things first.” We should spend 30 minutes every week allocating time for what is most important. Covey calls them Quadrant 2 activities: the important yet non-urgent things like nurturing relationships that contribute the most to our long-term effectiveness. Otherwise our schedule will be filled with activities that are simply urgent and steal our attention.

? 4. Think Win-Win: For you to win, they do not have to lose

The most effective way to build relationships of long-term benefit is with the paradigm of win/win. That means always seeking mutual benefit when we work with others. This is based in a belief in abundance, that for us to win others do not need to lose.

? 5. Seek First to Understand: Listen with honest intention to understand their point of view

Most people listen with the intention to influence, control or manipulate the other side into doing what they want. But if we want to influence someone, then we must begin with the honest intention to understand their point of view. That means we risk being influenced, and we practice reflecting back what they are saying.

? 6. Synergize: Build complementary relationships where $1 + 1 = 10$

Synergy means creating relationships where everybody benefits much more from working together than they would have by working individually. It’s not $1 + 1 = 2$, but $1 + 1 = 10$. To create synergistic agreements, work with them side-by-side, listen for needs underlying their position, and brainstorm new alternatives that meet everyone’s needs better.

? 7. Sharpen the Saw: Make time for renewal to remain effective long-term

If we neglect to take care of our personal well-being or relationships, then we are killing the goose that lays golden eggs in our lives. So every day, we must do things to “sharpen our saw” and maintain our health: physically, mentally, emotionally, socially, and spiritually.

This is just a sample!

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