



The 7 Habits of Highly Effective People

Powerful Lessons in Personal Change

by Stephen R. Covey

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384 pages

The Big Ideas

Habit #1: Be Proactive

You are not Pavlov's dog,
Commitments

Habit #2: Begin with the End in Mind

Blueprints & Funerals

Habit #3: Put First Things First

Quadrant II, No, Planting
Priorities, Schedule Keys,
Roles & Goals

Habit #4: Think Win/Win

Are you thinking win/win?

Habit #5: Seek First to Understand

Well, are you?

Habit #6: Synergy

$1 + 1 = 3+$

Habit #7: Sharpen the Saw

Renew! Meditate, journal,
exercise, love...

Missions

What's yours?

"I believe that a life of integrity is the most fundamental source of personal worth. I do not agree with the popular success literature that says that self-esteem is primarily a matter of mind set, of attitude—that you can psych yourself into peace of mind. Peace of mind comes when your life is in harmony with true principles and values and in no other way." ~ Stephen R. Covey from *The 7 Habits of Highly Effective People*

There's a reason *The 7 Habits of Highly Effective People* was named the #1 Most Influential Business Book of the Twentieth Century and over 15 million (!!!) copies have been sold: It's a powerful book.

If you haven't read this book yet, please do. If it's been a while since you read it, it may be time for a re-read! In this *Note*, we're going to take a quick look at each of the 7 Habits and help you make a "paradigm" shift into living your greatest life.

Let's start by recognizing the fact that, as Covey advises, "Private Victory precedes Public Victory. Algebra comes before calculus." PRIVATE victory comes BEFORE public victory. Simply: if we want all the joys of outward success, first we must master ourselves. Let's not start by chasing outward success. Let the public acclaim flow OUT OF our own self-mastery. And may this *Note* be a part of the next step in your self-mastery!

■ Habit #1: Be Proactive

"Look at the word responsibility—"response-ability"—the ability to choose your response. Highly proactive people recognize that responsibility. They do not blame circumstances, conditions, or conditioning for their behavior. Their behavior is a product of their own conscious choice, based on values, rather than a product of their conditions, based on feeling."

Be Proactive. That's Habit #1. So what's it mean to "be proactive"? In short, to be proactive simply means to be "response-able"—to be capable of consciously choosing how you respond to any given situation.

Are you a Pavlovian dog—mindlessly responding to a given stimulus in your life? Not so good. Can you step BETWEEN the normal stimulus --> response patterns of your life and CHOOSE a new response to a given stimulus? Good.

How can you be more proactive and less reactive today? Let's be proactive. Let's be response-able to the challenges we face in our lives.