

THE 7 HABITS of Highly Effective People®

FOUNDATIONS

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THE 7 HABITS of Highly Effective People®

FOUNDATIONS

The Proven Personal-Leadership System
Based on Timeless Principles of Effectiveness

Name



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Introduction

Paradigms and Principles of Effectiveness

HOW CAN I BECOME MORE EFFECTIVE?

- Move from dependence to interdependence.
- Assess your paradigms.

How Can I Become More Effective?

When you practice the 7 Habits of Highly Effective People, you will be able to lead your life in a truly effective way. The habits build upon one another, creating a process of self-awareness, growth, and development.

1 | MOVE FROM DEPENDENCE TO INTERDEPENDENCE

2 | ASSESS YOUR PARADIGMS.

People who are effective have effective habits. Habits are patterns of behavior. They are daily expressions of your character. Your habits can produce effective results—or not. As people become more effective, they also grow and develop to become interdependent—they work well with others.

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**EFFECTIVENESS IS GETTING THE RESULTS
YOU WANT OVER AND OVER AGAIN.**

The 7 Habits Promise

By living the 7 Habits, you will become profoundly more effective in the things that matter most to you.

List some areas where you'd like to become more effective:



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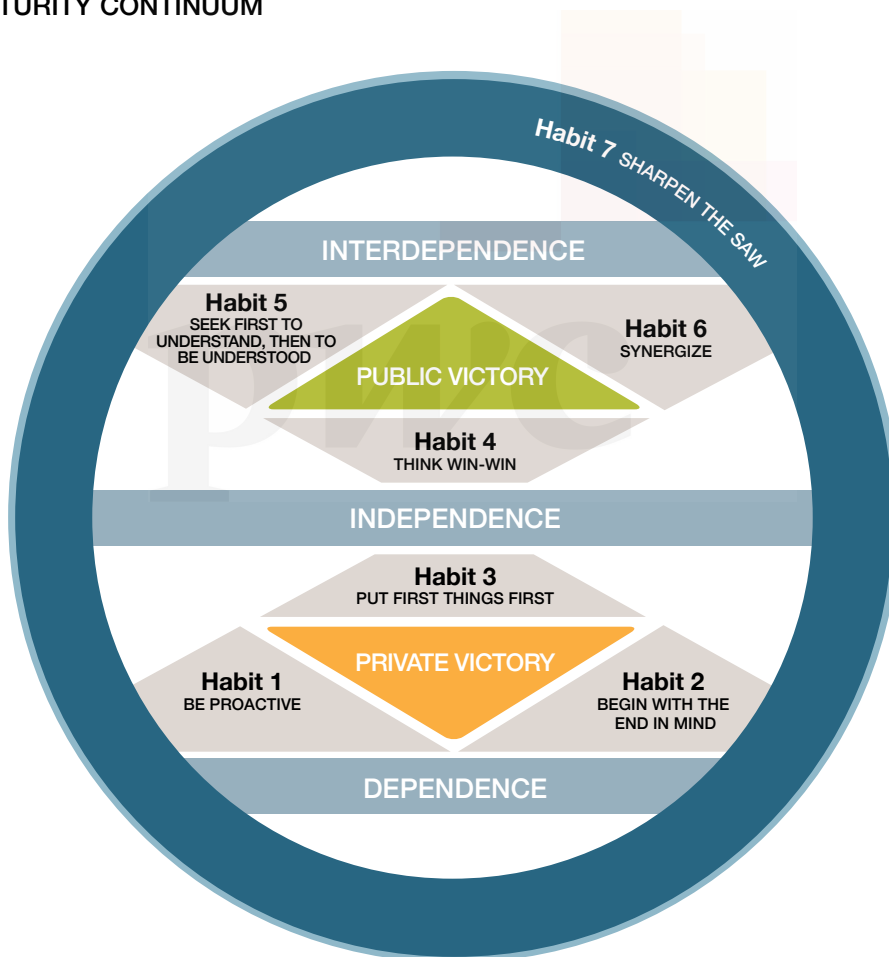
“If you apply even one of the 7 Habits today, you can see immediate results; but it's a lifetime achievement—a life promise.”

- Stephen R. Covey

Move From Dependence to Interdependence

The Maturity Continuum is the framework for effectiveness. First, you learn to lead yourself by practicing Habits 1, 2, and 3. Then, you learn to be more effective with others—Habits 4, 5, and 6. Habit 7 is the habit that makes all the others possible. As you practice the 7 Habits, you will move from dependence to interdependence.

MATURITY CONTINUUM



Stages of Maturity

Identify below the behaviors you observe at each level of maturity in your workplace. Then determine the results (positive and/or negative) people get from using those behaviors.

INTERDEPENDENCE

Behaviors

Results

INDEPENDENCE

Behaviors

Results

DEPENDENCE

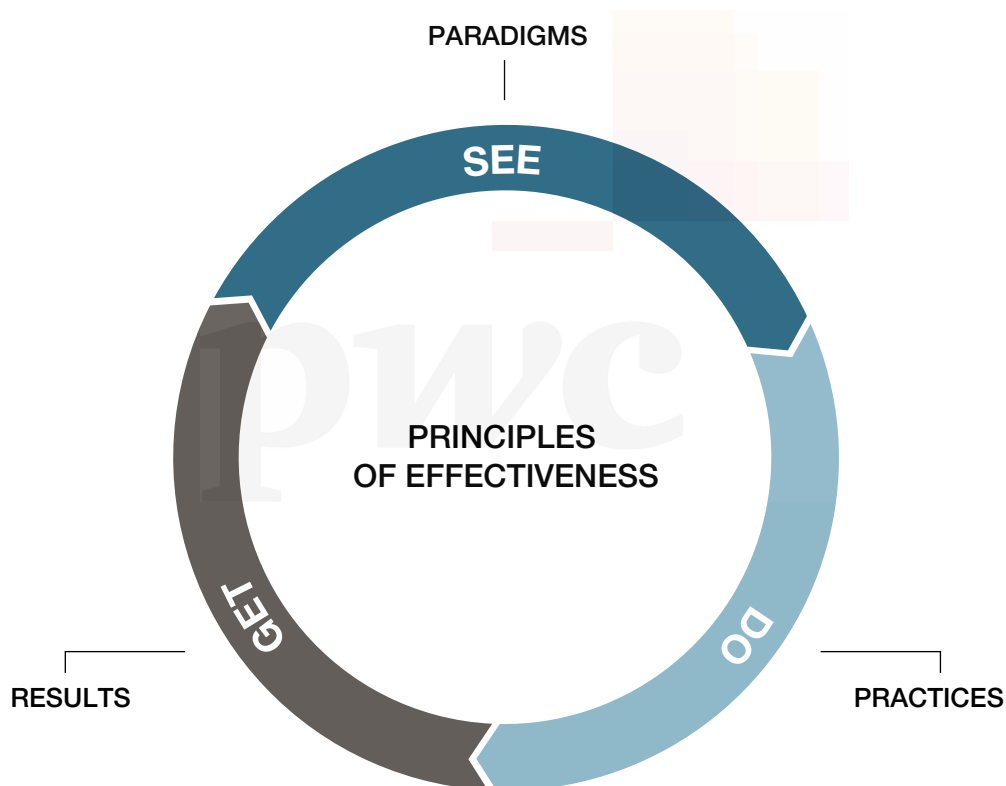
Behaviors

Results

Assess Your Paradigms

A paradigm is how you see and understand the world. It's a mental map. If you want effective results, practice effective habits. If you want to practice effective habits, adopt paradigms based on principles of effectiveness.

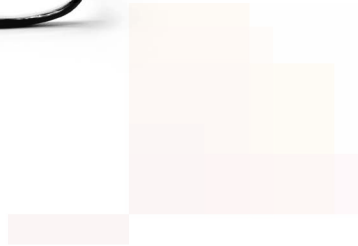
SEE-DO-GET CYCLE



What Are Your Paradigms?



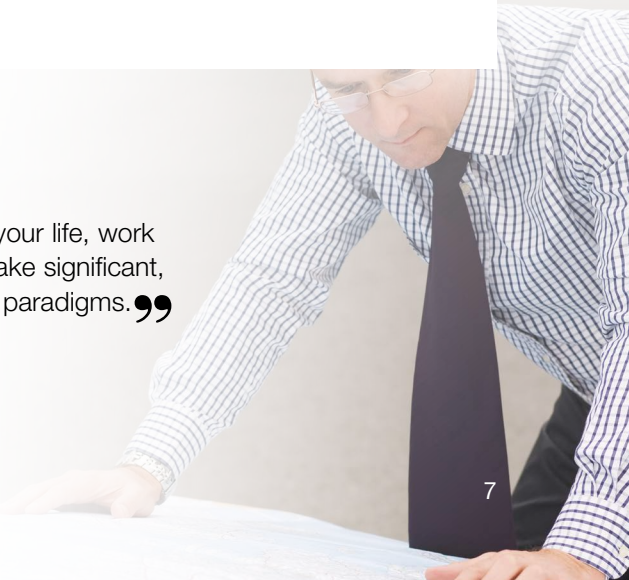
PARADIGM:
How you see and
understand the
world—a mental map.



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“If you want to make minor changes in your life, work on your behavior. But if you want to make significant, quantum breakthroughs, work on your paradigms.”

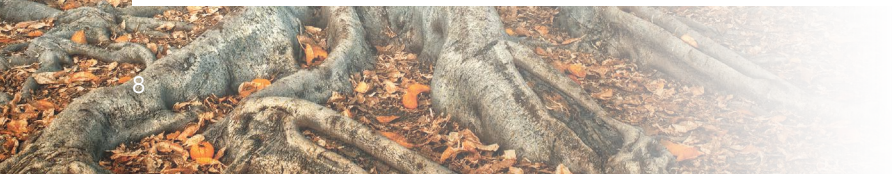
- Stephen R. Covey



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HABIT 1

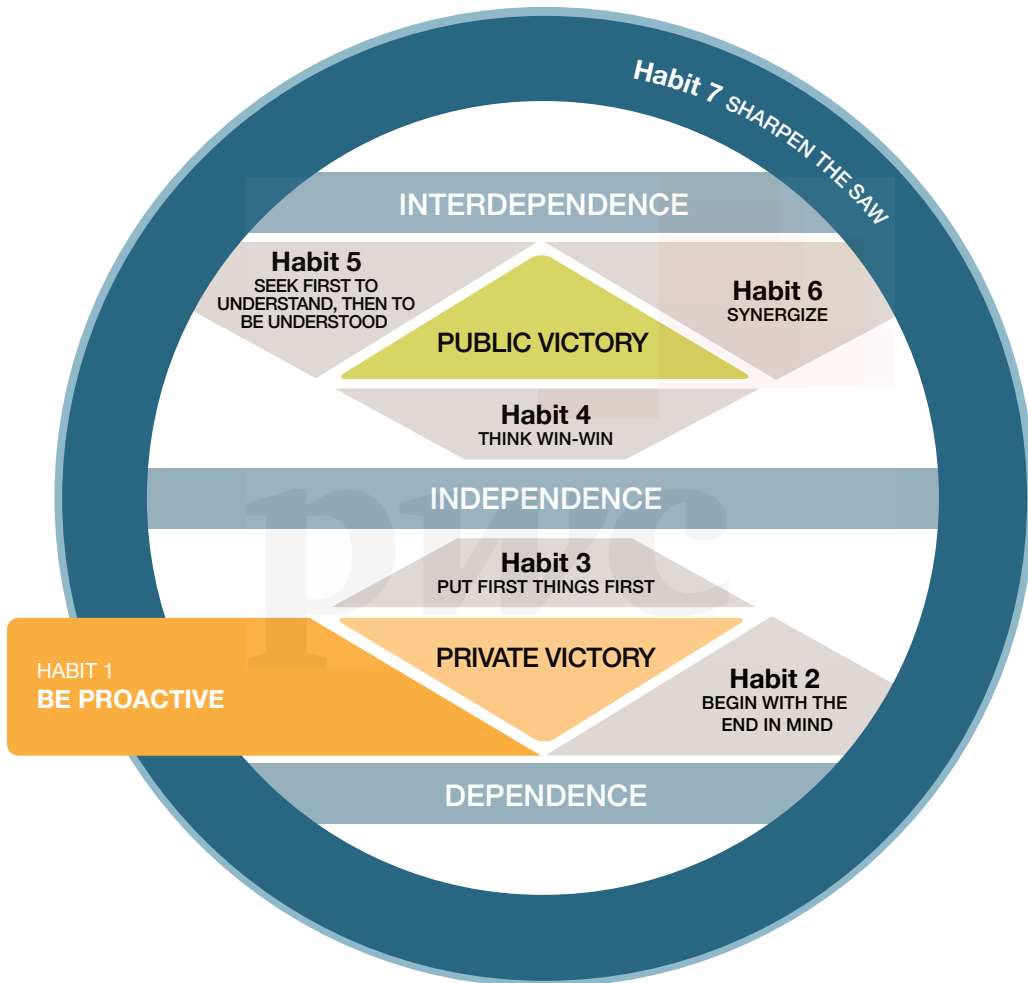
Be Proactive®

The Habit of Personal Responsibility

HOW CAN I GET MORE CONTROL OVER MY LIFE?

- Pause before you respond.
- Use proactive language.
- Focus on your Circle of Influence.

Habit 1: Be Proactive®



How Can I Get More Control Over My Life?

When you practice Habit 1, you'll find the freedom to choose how you respond to life's circumstances.

Common Paradigm

You're responsible for my happiness.



Highly Effective Paradigm

I am responsible for my happiness.

HIGHLY EFFECTIVE PRACTICES

- Pause before you respond.
- Use proactive language.
- Focus on your Circle of Influence.

Pause Before You Respond

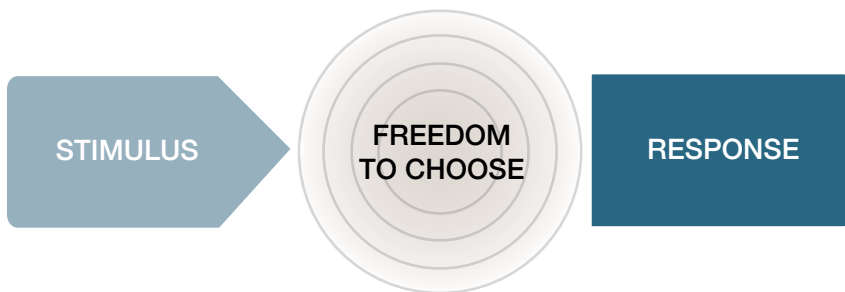
REACTIVE

When you are reactive, you respond without thinking or controlling your reactions. You simply react based on your moods in the heat of the moment.



PROACTIVE

When you are proactive, you stop long enough—sometimes just half a second—to allow yourself the time to choose an effective response.



Use Proactive Language

REACTIVE LANGUAGE:

- “I can’t.”
- “It’s not my fault.”
- “I have to.”
- “We have no other choice.”
- “They won’t let me.”
- “There’s nothing we can do.”

YOU ARE BEING REACTIVE WHEN YOU:

- Get angry and say things you regret.
- Don’t take responsibility for your actions.
- Blame other people and things.

PROACTIVE LANGUAGE:

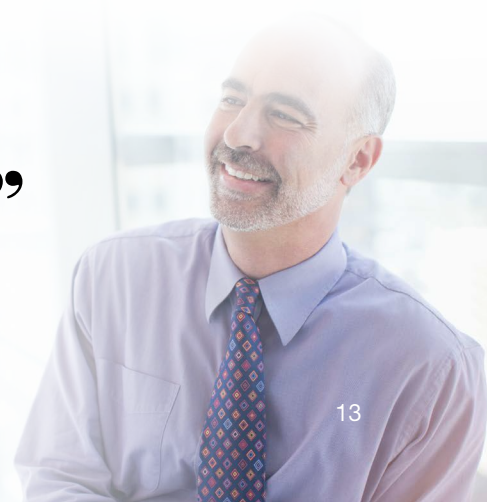
- “I can.”
- “I’m sorry. I apologize.”
- “I choose to.”
- “Let’s look at all of our options.”
- “I will get this done.”
- “There must be something we can do.”

YOU ARE BEING PROACTIVE WHEN YOU:

- Remain calm.
- Take responsibility.
- Focus on solutions.

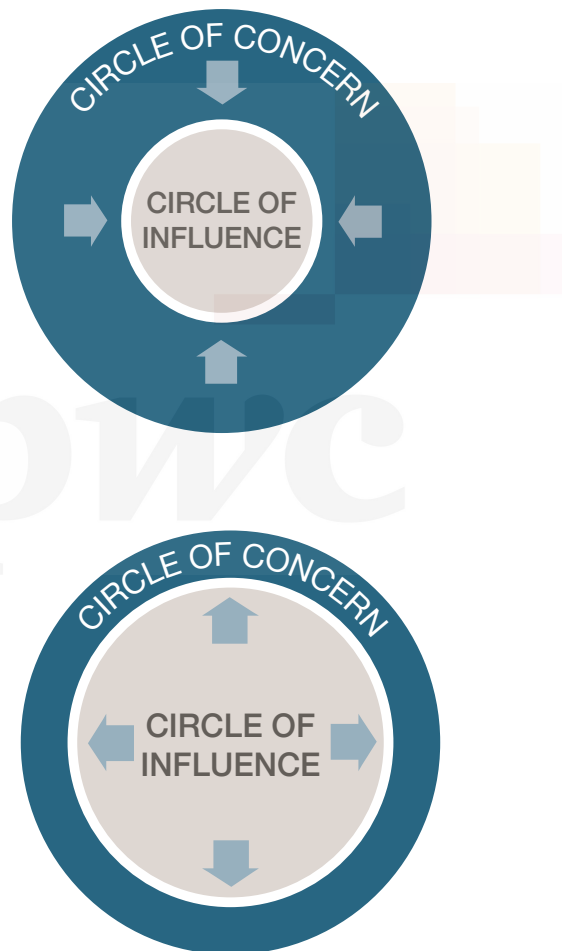
“Proactive language is the language of leadership.”

- Rajan Kaicker



Focus on Your Circle of Influence

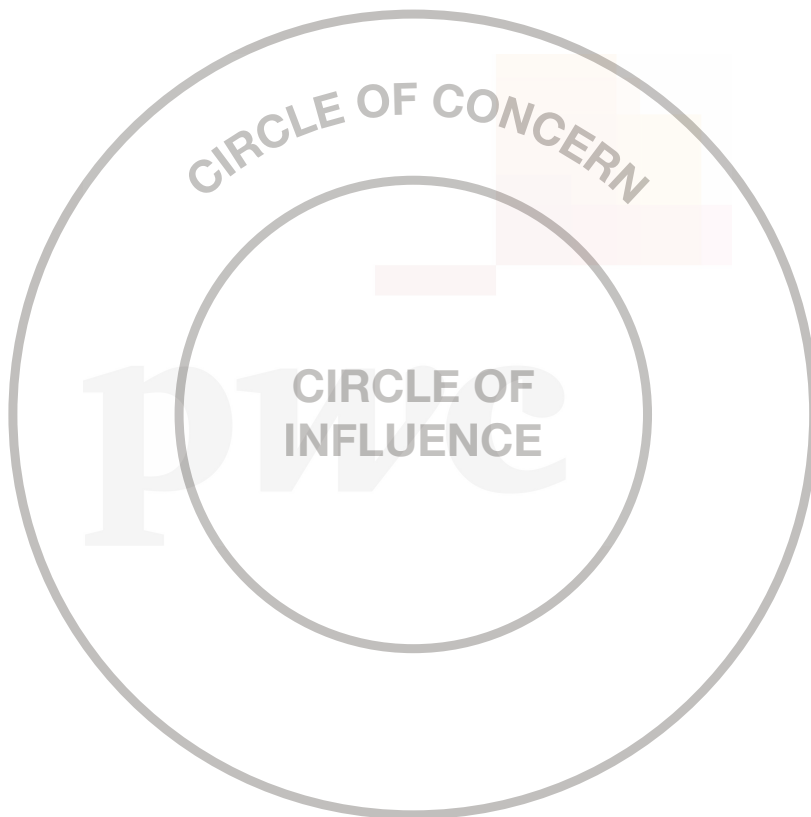
Things you can influence in your life fall within the Circle of Influence. Things you have no control over fall within the Circle of Concern. When you are proactive, you focus on what you can influence and don't worry about what you can't. When you do this, your influence grows.



Circle of Influence Challenge

Identify an issue that challenges you and that you are concerned about.

Write all the things you're concerned about in the Circle of Concern. Write all the things you can influence in the Circle of Influence.

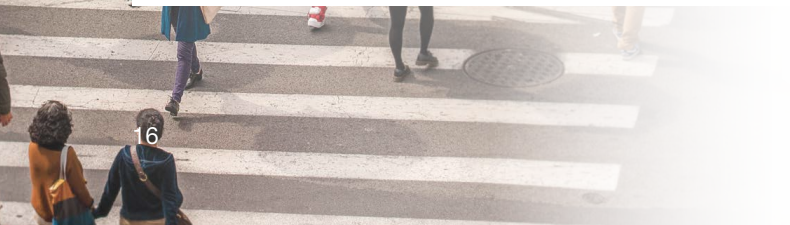


What one or two specific actions will you take within your Circle of Influence?

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HABIT 2

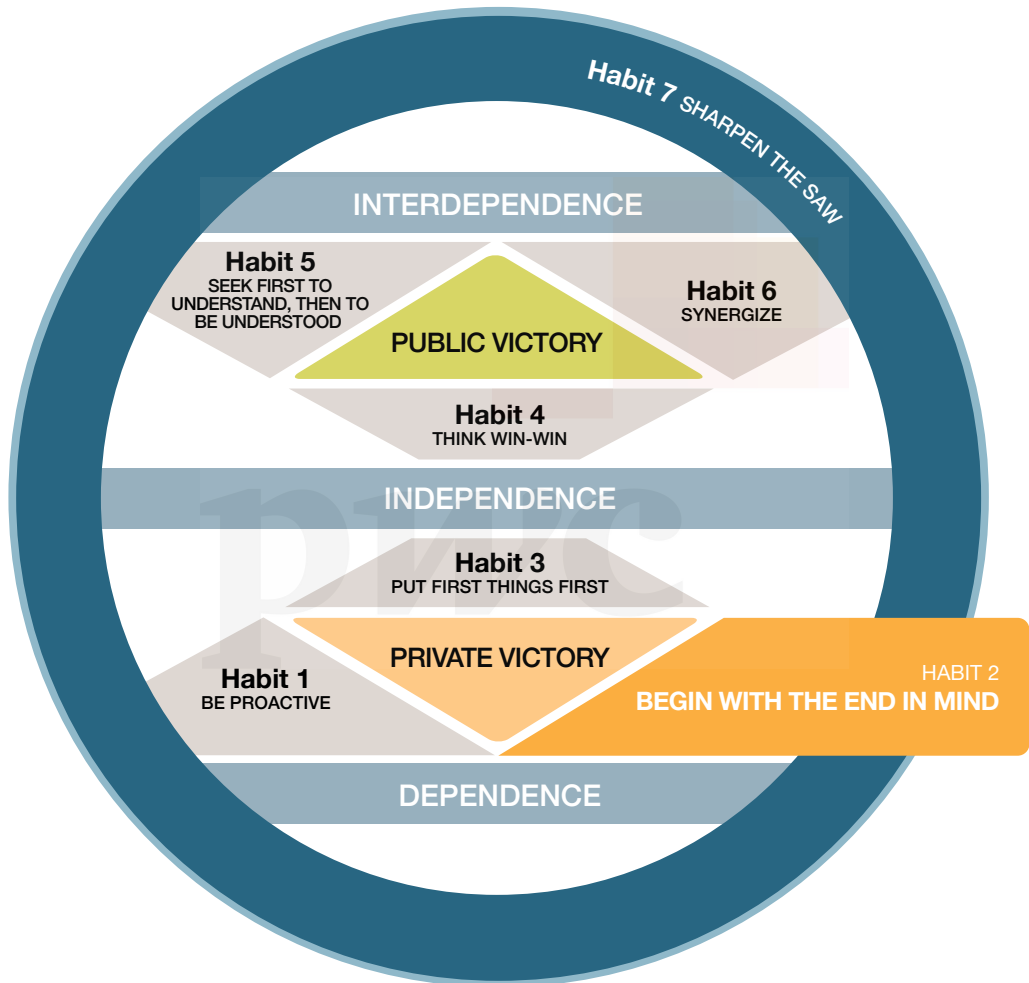
Begin With the End in Mind®

The Habit of Personal Vision

HOW CAN I LIVE WITH PURPOSE AND VISION?

- Create and live by a Personal Mission Statement.

Habit 2: Begin With the End in Mind®



How Can I Live With Purpose and Vision?

When you practice Habit 2 you shape your future. Whether you are thinking about the outcome of a meeting, a relationship, or your life, Habit 2 helps you live with purpose.

Common Paradigm

I just go wherever life takes me.

Highly Effective Paradigm

I define my life's vision and purpose and live by it.

HIGHLY EFFECTIVE PRACTICE

- Create and live by a Personal Mission Statement.



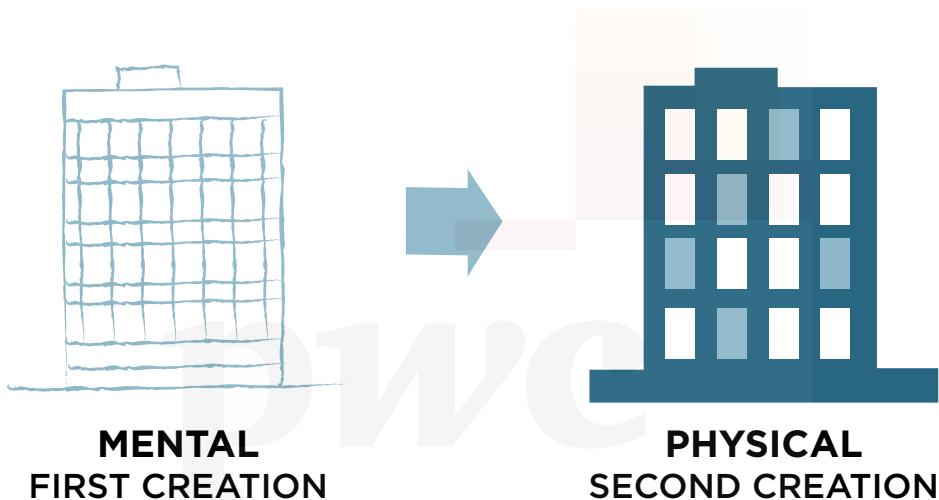
“Lead your life or someone else will.”

- Stephen R. Covey



Create and Live by a Personal Mission Statement

You will be more effective when you define your desired outcome before you act. A carefully considered plan gives you the mental blueprint you need to create the desired outcome. Highly effective people Begin With the End in Mind in everything they do.



DEFINING OUTCOMES

A well-planned vacation

A creative résumé

A savings plan

A Personal Mission Statement

ACHIEVING OUTCOMES

A great family memory

A better job

A down payment on a home

A centered life

PERSONAL MISSION STATEMENT

Your Personal Mission Statement will provide your life with direction and purpose. It reminds you what you value and what is important to you, helping guide your decisions.

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“ We detect rather than invent
our missions in life. ”

- Viktor Frankl

Mission Statement

Answer the questions below in the spaces provided. These questions will help you think deeply about your life and what is most important to you.

1

Think of a person who has made a positive difference in your life. What qualities does that person have that you would like to develop?

2

What are your natural gifts and talents?

3

What are the five things you value most?

4

What are the things in your personal life that make life worth living?

5

What are the things in your work life that make life worth living?

Imagine it is 20 years from now and you are surrounded by the most important people in your life. What types of things would you like to hear them say about you?

Your Personal Mission Statement



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My Personal Mission

Be honest.

Be considerate.

Show love and affection daily.

Reach out to those in need.

Share my love of cooking and food with friends and family.

MISSION STATEMENT GALLERY

Resolution

“Let the first act of every morning be to make the following resolve for the day: I shall not fear anyone on Earth. I shall fear only God. I shall not bear ill will toward anyone. I shall not submit to injustice from anyone. I shall conquer untruth by truth. And in resisting untruth, I shall put up with all suffering.”

—Mahatma Gandhi

My Mission

Love others no matter how unlovable they may seem. Express my gratitude daily. Work hard, play hard, and live my life to the fullest!





I Strive to:

Learn something new every day.

Serve my community by volunteering my time, talents, and energy.

Show respect for others at all times and in all circumstances.

Live my life with integrity, honesty, humor, and love.

To use my **creativity** and **positivity** to better the lives of those around me, and inspire others through a **quiet** and **inner strength**.



Our Family Mission: No empty chairs.



TIPS FOR LIVING YOUR PERSONAL MISSION STATEMENT:

- Create a **short version**—one or two sentences—and keep it with you.
- Read it **every** day.
- Keep a **personal journal**. Record examples of how it helped you make a decision or solve a problem.
- Set one or two small **goals** that align with achieving your mission.
- Create an **audio version** of your mission statement and **listen** to it in the car, on the bus, or while exercising.
- **Share it** with your friends and family.

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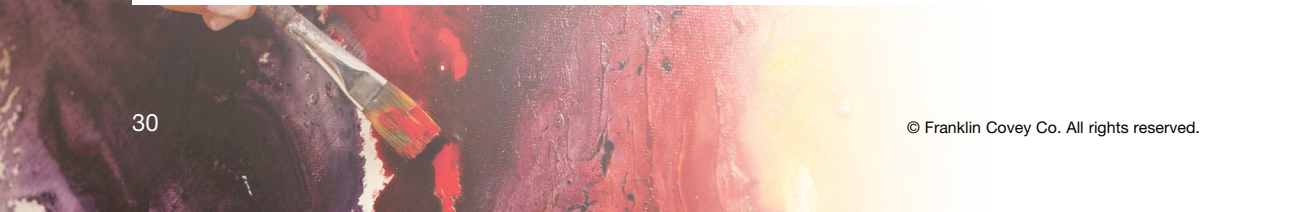


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HABIT 3

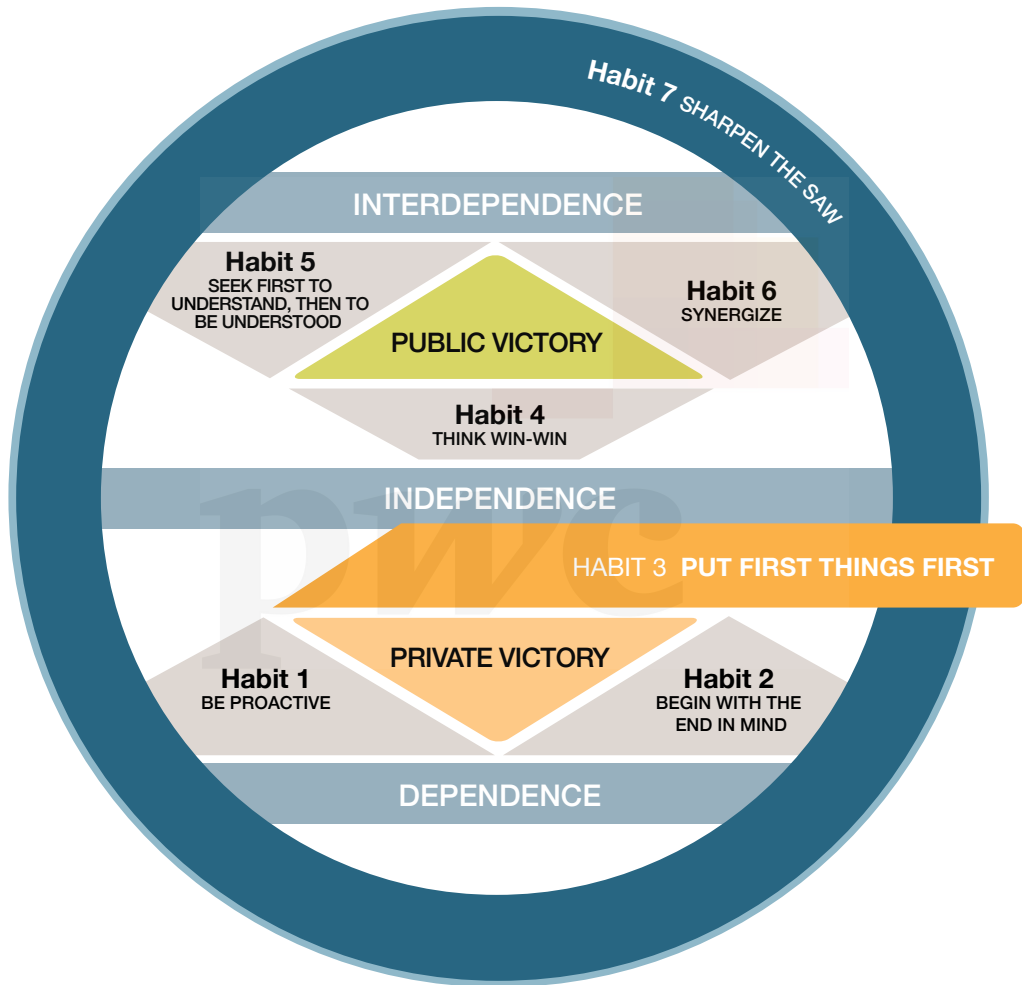
Put First Things First®

The Habit of Personal Management

HOW CAN I SPEND MY TIME ON WHAT'S MOST IMPORTANT?

- Focus on your highest priorities.
- Plan every week.

Habit 3: Put First Things First®



How Can I Spend My Time on What's Most Important?

When you practice Habit 3, you organize your time around what is most important.

Common Paradigm

I spend my time on what's most urgent.



Highly Effective Paradigm

I spend my time on what's most important.

HIGHLY EFFECTIVE PRACTICES

- Focus on your highest priorities.
- Plan every week

“ Action expresses priorities. ”

- Mahatma Gandhi



Focus on Your Highest Priorities

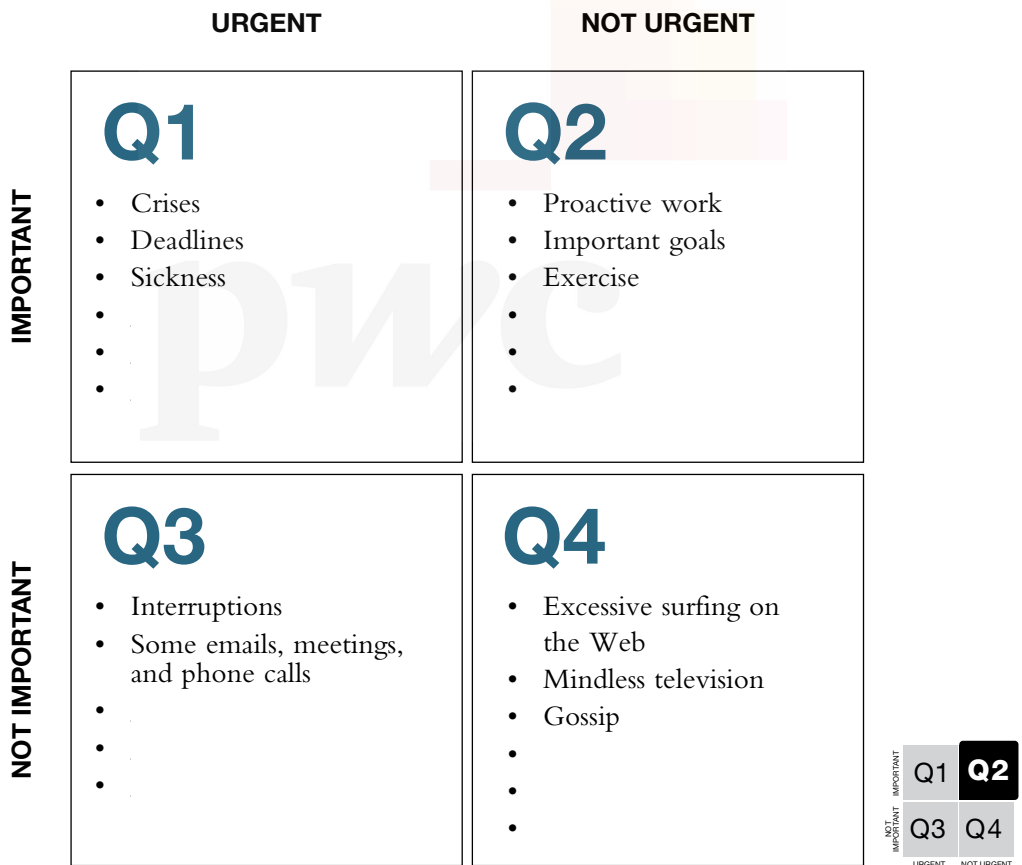
IMPORTANT

Activities that represent your priorities, deepest values, goals, and mission.

URGENT

Activities that require your immediate attention.

The Time Matrix™



Plan Every Week

STEP 1

Connect

With your mission and roles.

Mission key words:

STEP 2

Schedule

Your Big Rocks.

Ask: “What are the one or two most important things I can do in this role this week?”

STEP 3

Organize

The rest.

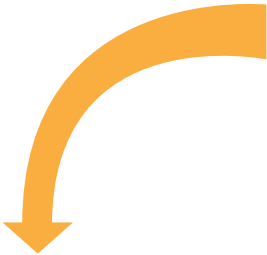
Big Rocks

WEEK OF: _____

ROLES	BIG ROCKS
1 Sharpen the Saw®	BODY: MIND: HEART: SPIRIT:
2	
3	
4	
5	
6	
7	

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Practice Weekly Planning



Big Rocks

WEEK OF: _____

ROLES	BIG ROCKS
1 Sharpen the Saw®	BODY: _____ MIND: _____ HEART: _____ SPIRIT: _____
2	
3	
4	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

TIPS FOR WEEKLY PLANNING:

- Plan before the week begins.
- Weekly planning is a Big Rock. Schedule it!
- Plan in a quiet place where you can focus and think clearly.
- Choose Big Rocks that will help you accomplish your mission and live by the 7 Habits.

“If you were to ask me what single practice would do more to balance your life and increase your productivity than any other, it would be this: plan your week each week before the week begins.”

- Stephen R. Covey

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HABIT 4

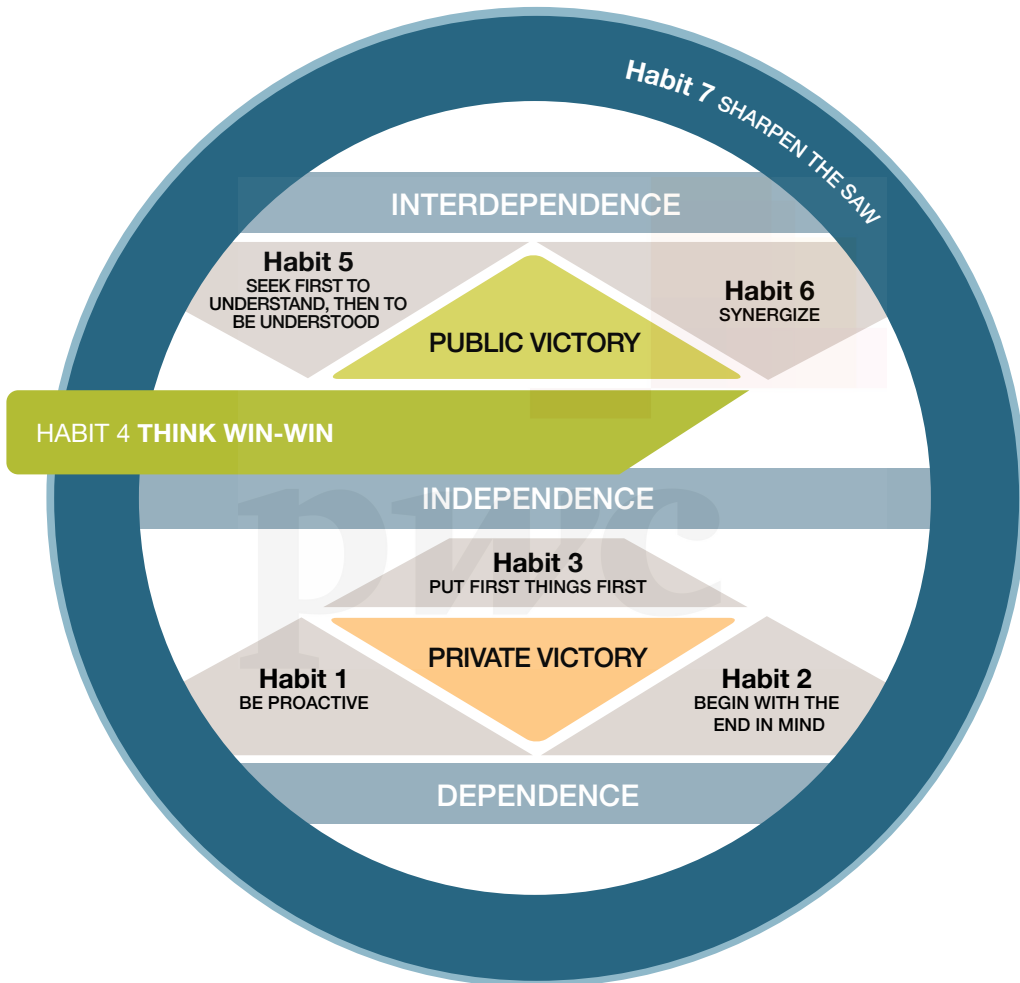
Think Win-Win[®]

The Habit of Mutual Benefit

HOW CAN I FIND “WINS” FOR EVERYONE?

- Build your Emotional Bank Account with others.
- Have an Abundance Mentality.
- Consider other people’s wins as well as your own.

Habit 4: Think Win-Win®



How Can I Find “Wins” for Everyone?

When you practice Habit 4, you have an attitude of cooperation and respect. When you work with other people, you look for ways for everyone to win.

Common Paradigm

The more you get, the less there is for me.



Highly Effective Paradigm

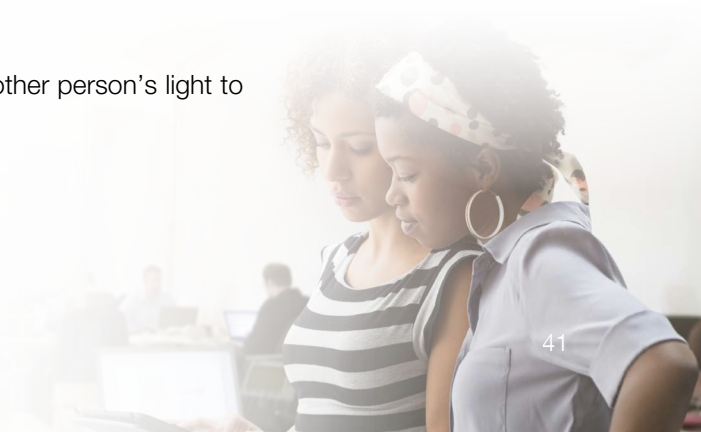
There's more than enough for everyone.

HIGHLY EFFECTIVE PRACTICES

- Build your Emotional Bank Account with others.
- Have an Abundance Mentality.
- Consider other people's wins as well as your own.

“ You don't have to blow out the other person's light to let your own shine. ”

- Bernard M. Baruch



Build Your Emotional Bank Account With Others

You will build trust in relationships when you make consistent deposits in the Emotional Bank Accounts of other people.

EMOTIONAL BANK ACCOUNT

The Emotional Bank Account is a way to think about the amount of trust in your relationships. Deposits build and repair trust. Withdrawals break down trust in your relationships.



Low Trust



High Trust

WITHDRAWALS

- Assume you understand.
- Show unkindness, discourtesy, and disrespect.
- Break promises.
- Be disloyal; bad-mouth.
- Create unclear expectations.
- Be proud and arrogant.
- Hold grudges.

DEPOSITS

- Seek first to understand.
- Show kindness, courtesy, and respect.
- Keep promises.
- Be loyal to the absent.
- Set clear expectations.
- Apologize.
- Forgive.

Have an Abundance Mentality

When people are effective with others, they have a paradigm that there's enough to go around—and then some. We call this an Abundance Mentality.

1

WIN-LOSE

Win-lose is about competition and ego. It's a lack of abundance and feeling like the "pie" of success is only so big—the more someone else gets, the less you get.

2

LOSE-WIN

Lose-win is when you feel weak or that you have no control. You set yourself up to fail with a lose-win mindset because you don't believe you deserve any better.

3

LOSE-LOSE

Lose-lose is negative. When you think lose-lose, your mindset is "If I'm going to lose, so are you."

4

WIN-WIN

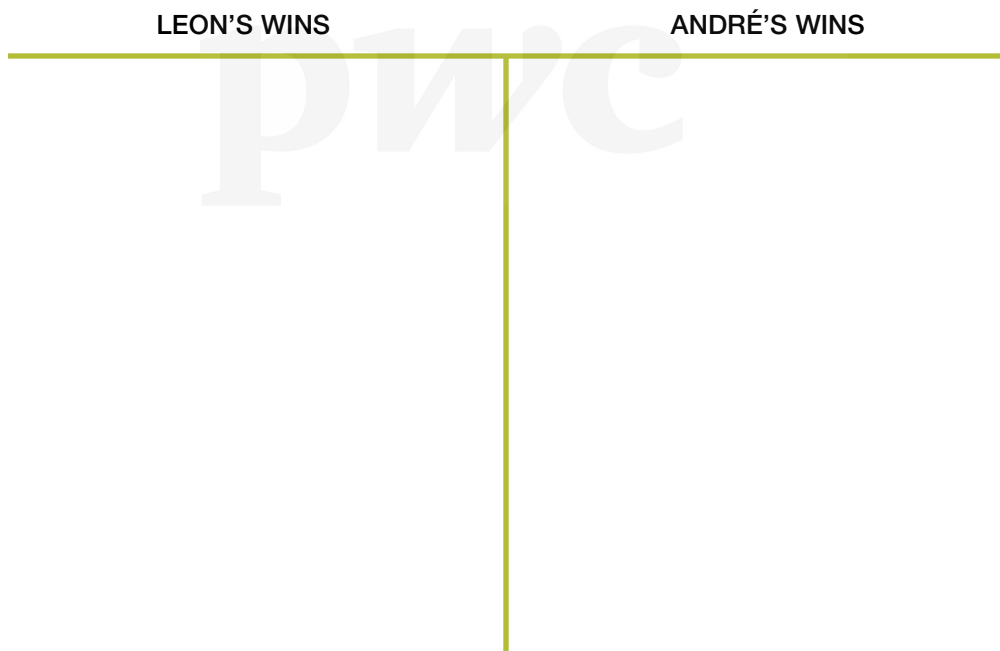
Win-win is like an all-you-can-eat buffet. There is plenty for everyone. When you have a win-win mindset, you are highly considerate of other people and also have the courage to speak up for yourself.

Consider Other People's Wins as Well as Your Own

When you Think Win-Win, you take the time to identify everyone's wins when solving problems, making agreements, and creating opportunities.

CASE STUDY

Leon has worked at his job in shipping and receiving for about five years and really likes it. When he started working for the company, he had the tech and computer experience he needed to do his job well. Lately he feels like technology and software are changing a lot and his skills are not keeping up. Leon asked his manager André for training. André just keeps saying that the company doesn't have the money for that kind of thing right now.



YOUR OWN CASE

Think of a relationship that could benefit from win-win thinking. Fill in the wins by answering the questions below.

WHAT WOULD MAKE THIS A WIN FOR YOU?

WHAT WOULD MAKE THIS A WIN FOR THE OTHER PERSON?

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“ In the long run, if it isn't a win for both of us, we both lose. That's why win-win in relationships is the only realistic alternative. ”

- Stephen R. Covey

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HABIT 5

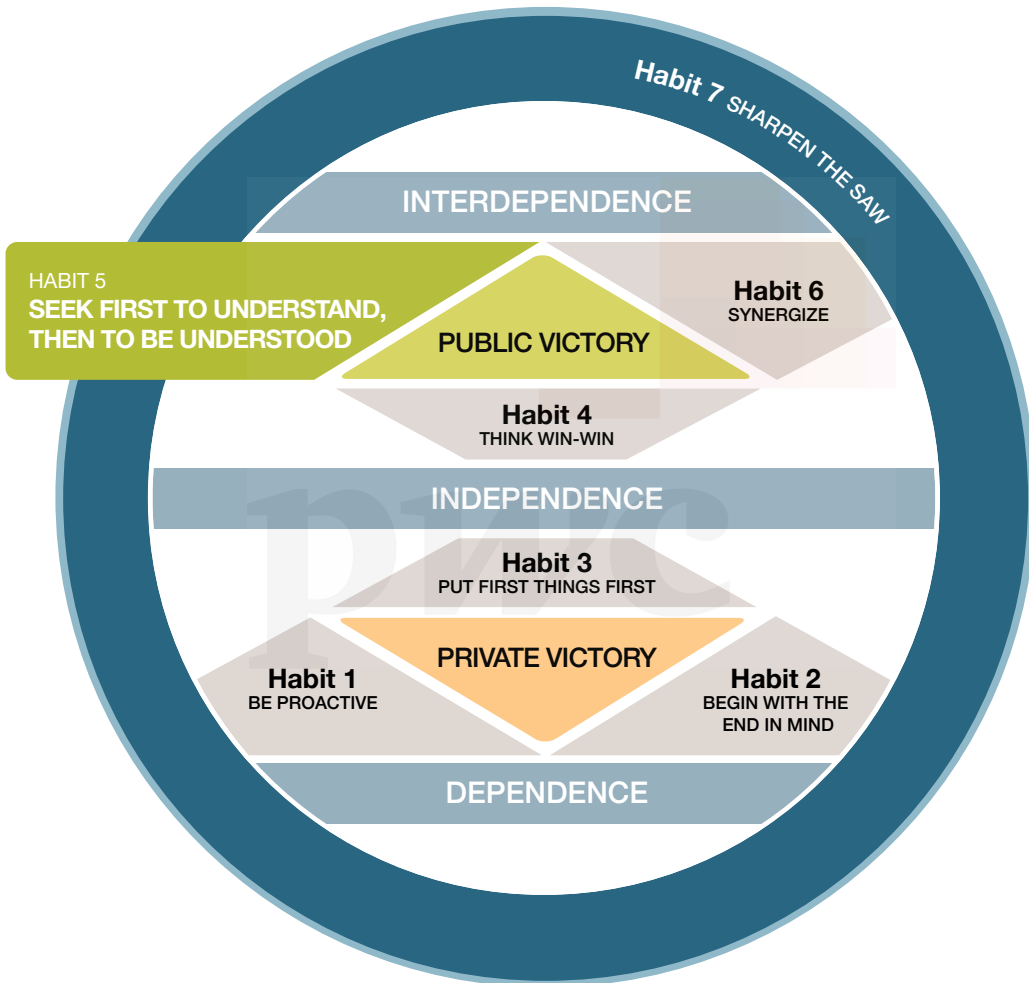
Practice Seek First to Understand, Then to Be Understood®

The Habit of Empathic Communication

HOW CAN I UNDERSTAND OTHERS BETTER?

- Practice Empathic Listening.
- Respectfully seek to be understood.

Habit 5: Seek First to Understand, Then to Be Understood®



How Can I Understand Others Better?

When you practice Habit 5, you increase your ability to understand other people. When you really listen and people feel understood, they will trust you and be more receptive to what you have to say. Your influence will grow.

Common Paradigm

I need to make sure people understand my point of view.



Highly Effective Paradigm

I have more influence when I listen first.

HIGHLY EFFECTIVE PRACTICES

- Practice Empathic Listening.
- Respectfully seek to be understood.

“When I ask you to listen and you feel you have to do something to solve my problem, you have failed me, strange as it may seem. Listen! All I ask is that you listen; not talk or do—just hear me.”

- Ralph Roughton, M.D.



What **Not** to Do When You Listen

AUTOBIOGRAPHICAL RESPONSES

1. PROBE

Don't ask questions to get more information or to meet your needs or curiosity.

- “What happened?”
- “Did that make you angry?”
- “What did they say next?”

2. JUDGE

Don't agree or disagree with what the other person is saying.

- “That was really smart.”
- “I can't believe you did that!”
- “I totally agree with what you are saying.”

3. ADVISE

Don't offer or recommend solutions, or talk about what you would do.

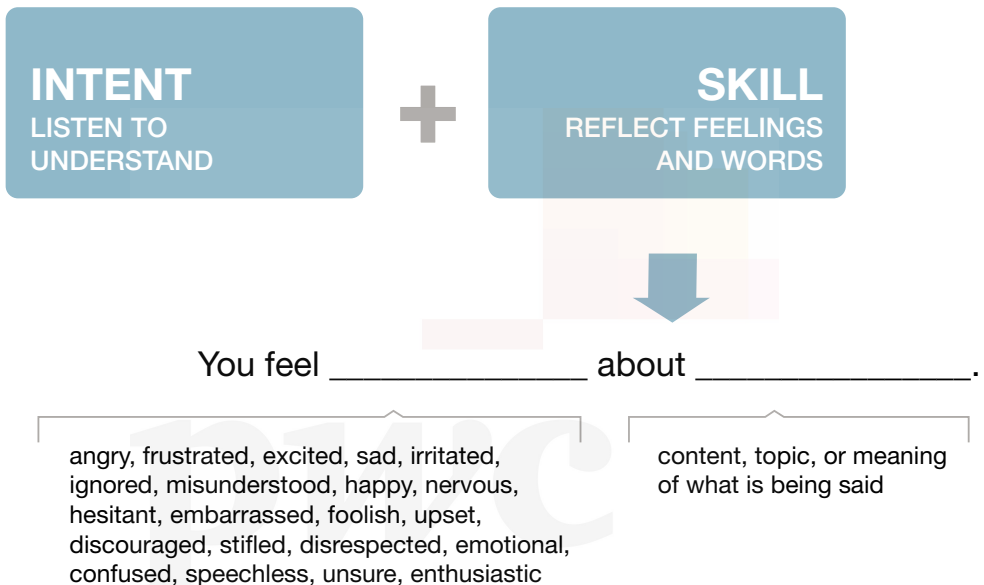
- “The same thing happened to me. Here's what I would do.”
- “Well, I think you should...”
- “If I were you, I would...”

4. INTERPRET

Don't try to figure out or analyze the other person.

- “I bet you wish you hadn't done that.”
- “You always do that because...”
- “You know, when I was in that situation, I felt...”

Practice Empathic Listening



“ When you really listen to another person from their point of view, and reflect back to them that understanding, it's like giving them emotional oxygen.”

- Stephen R. Covey



Practice Empathic Responses

In the right-hand column, write an empathic response to each statement. What did you see and hear?

STATEMENT	REFLECT FEELINGS AND WORDS
"I can't believe I have to take closing shift again. It's not fair!"	
"I got a flat tire on the way to work and I missed a key meeting."	
"My son is sick again; I'm worried that it's something serious."	
"The people next door kept me up all night with their loud music!"	

ASK CLARIFYING QUESTIONS

When people answer you but you still don't understand, or when they give you a short answer and you still need more information, you can ask a clarifying question, like:

- "Can you tell me more?"
- "I'm not sure I'm getting it."
- "Can you tell me what you mean by that?"

Clarifying questions can help move the conversation along. Clarifying questions come from the other person's story, not yours.

Watch the Signals



Stop talking and listen empathically when emotion is high.

Slow down. Watch and be ready to listen empathically.

Go forward and seek to be understood when the issue is clear and you've been asked to give counsel or advise.

TIPS FOR LISTENING EMPATHICALLY:

- Focus on your intent.
- Don't worry if you don't get it right.
- Don't be afraid of silence.

Respectfully Seek to Be Understood

Seeking to be understood is the second half of effective communication. Once you are confident the other person feels completely understood, you may share your point of view with respect and openness. Just like Empathic Listening, seeking to be understood requires both intent and skill.

INTENT

SEEK TO
BE UNDERSTOOD



SKILL

STATE YOUR POINT
OF VIEW USING
“I” MESSAGES.

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Practice “I” Messages

Rewrite the “You” message in the left-hand column as an “I” message in the right-hand column.

“YOU” MESSAGE	“I” MESSAGE
“You make me so angry!”	
“You made this report a mess!”	
“You’re always late.”	
“You never take my input seriously.”	
“You made me miss my appointment.”	

“I” MESSAGES

Describe your feelings, concerns, and perceptions. “I” messages make deposits into other people’s Emotional Bank Accounts.

“YOU” MESSAGES

Describe the other person’s behavior and motives. “You” messages blame and accuse. They make withdrawals from other people’s Emotional Bank Accounts.

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HABIT 6

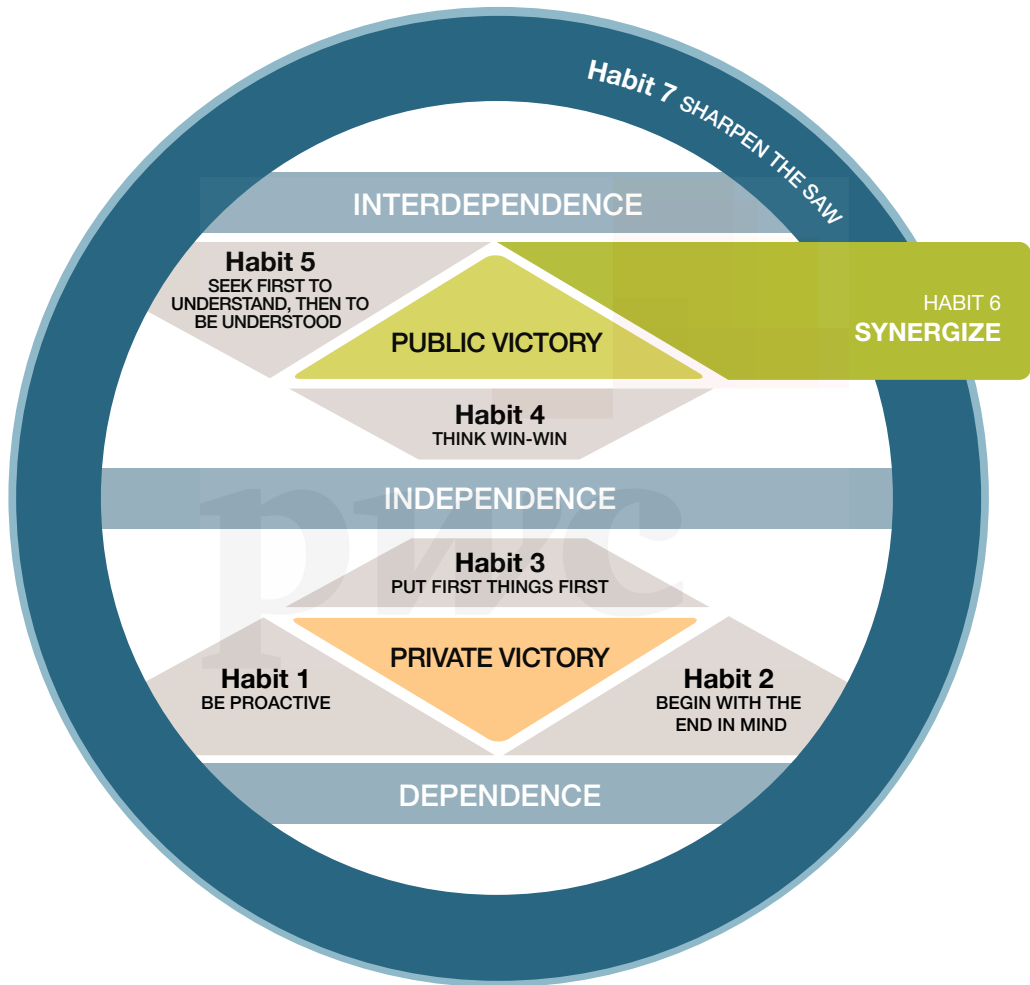
Synergize®

The Habit of Creative Cooperation

HOW CAN I WORK WITH OTHERS TO FIND CREATIVE SOLUTIONS?

- Value Differences.
- Seek 3rd Alternatives.

Habit 6: Synergize®



How Can I Work With Others to Find Creative Solutions?

When you practice Habit 6, you work with others to come up with solutions to problems or create opportunities that are better than what you could have come up with on your own.

Common Paradigm

Let's compromise.



Highly Effective Paradigm

Let's come up with a better way together.

HIGHLY EFFECTIVE PRACTICES

- Value differences.
- Seek 3rd Alternatives.

“Alone we can do so little; together we can do so much.”

- Helen Keller



Value Differences

When you work effectively with others, you welcome and celebrate the differences other people bring to the group. You look for and gain from everyone’s strengths.

In the space below, write the strengths of your team members. Start with yourself.

YOU	TEAM MEMBER	TEAM MEMBER	TEAM MEMBER

Synergy

Synergy is when you work with others and get a result that is greater than the sum of the parts. You can feel the energy shift when you are synergizing—it's exciting!

WHICH HABITS DID YOUR GROUP USE?



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“ Synergy is what happens when one plus one equals ten, or a hundred, or even a thousand! ...It's about the passion, the energy, the ingenuity, the excitement of creating a new reality that is far better than the old reality. ”

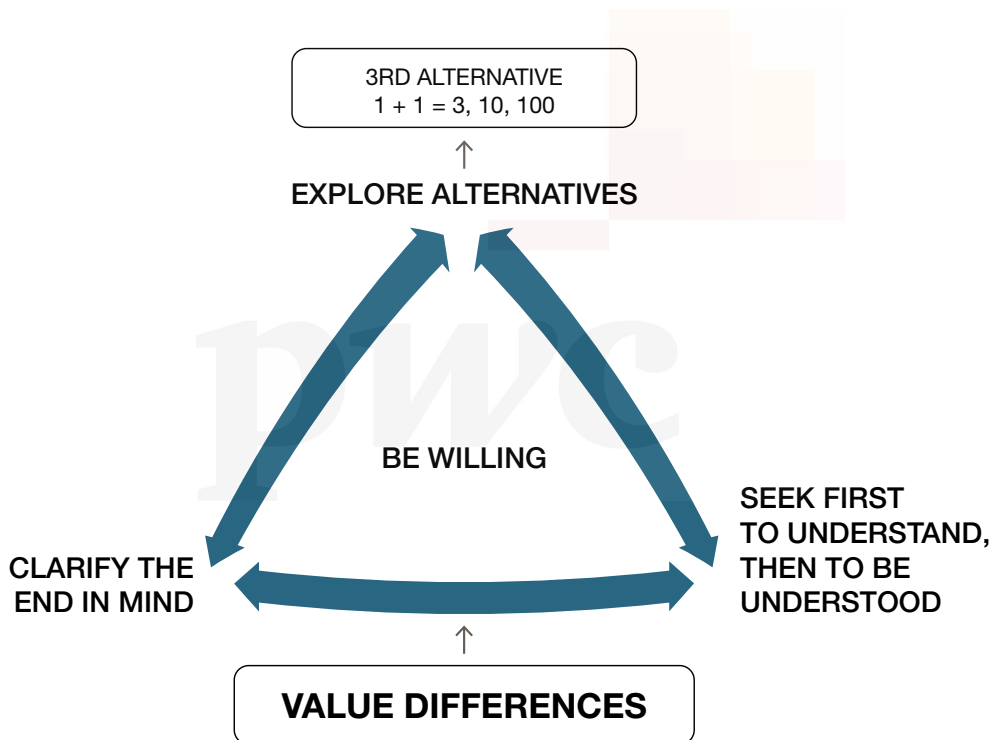
- Stephen R. Covey



Seek 3rd Alternatives

When you are effective, you seek 3rd Alternatives—not “my way” or “your way,” but better ideas and solutions that you come up with together.

THE PATH TO SYNERGY



Practice Seeking a 3rd Alternative

CASE STUDY 1

Shelia and Anton share an office with a window. Shelia frequently wants the window open to let fresh air into the room. Anton really wants the window to stay closed to minimize noise and drafts. Both want a stress-free workplace.

1. WHAT IS THE END IN MIND?

2. WHAT ARE EVERYONE'S WINS?

3. WHAT ARE THE ALTERNATIVES, OPTIONS, AND WILD IDEAS?

THE 3RD ALTERNATIVE

CASE STUDY 2

Hiro wants to go back to school, but his usual work hours will conflict with some of his classes. His manager, Martina, is worried that Hiro's job performance will suffer if he moves to a flexible work schedule. Both Hiro and Martina take pride in their jobs and would like to see the company succeed.

1. WHAT IS THE END IN MIND?

2. WHAT ARE EVERYONE'S WINS?

3. WHAT ARE THE ALTERNATIVES, OPTIONS, AND WILD IDEAS?

THE 3RD ALTERNATIVE

YOUR OWN CASE

1. WHAT IS THE END IN MIND?

2. WHAT ARE EVERYONE'S WINS?

3. WHAT ARE THE ALTERNATIVES, OPTIONS, AND WILD IDEAS?

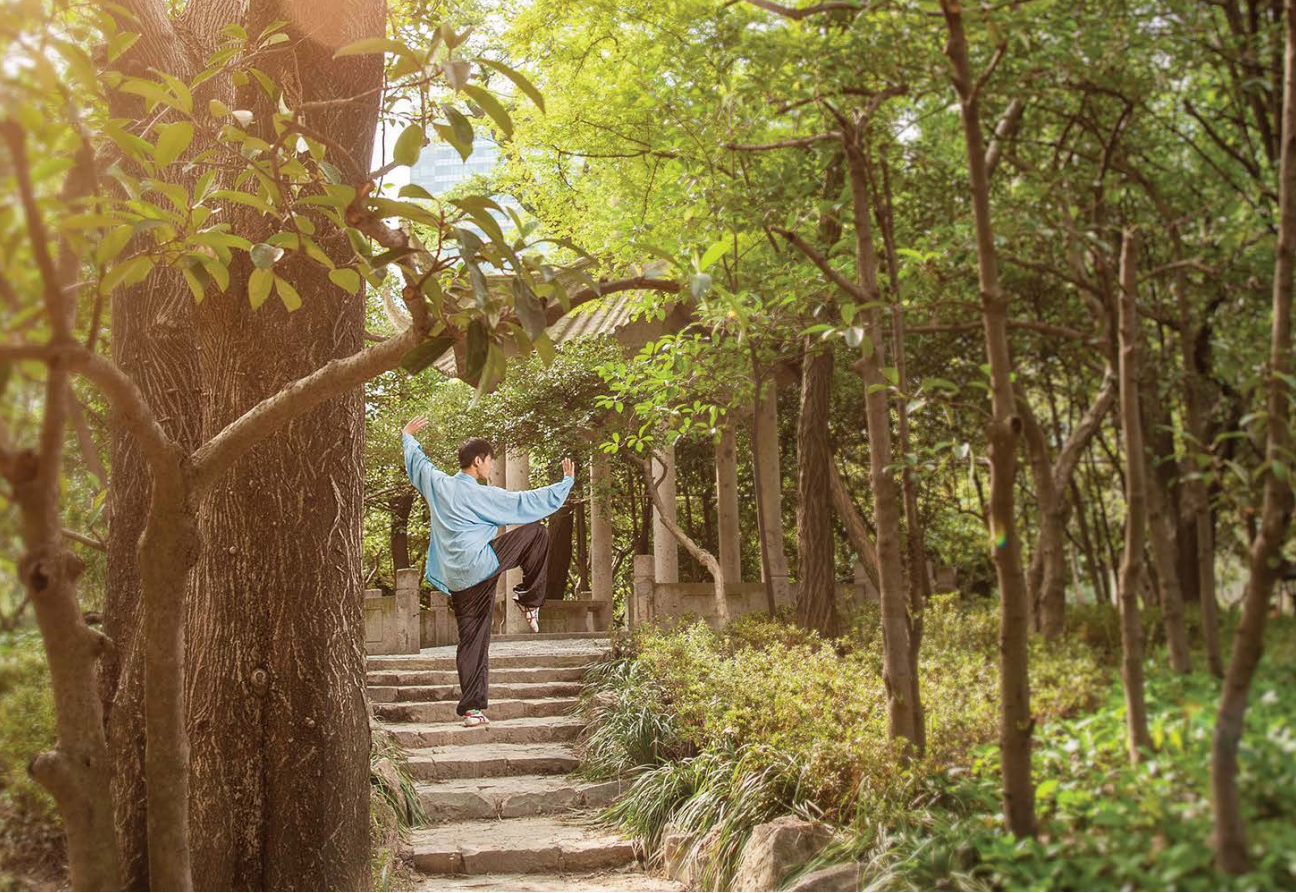
THE 3RD ALTERNATIVE

Notes



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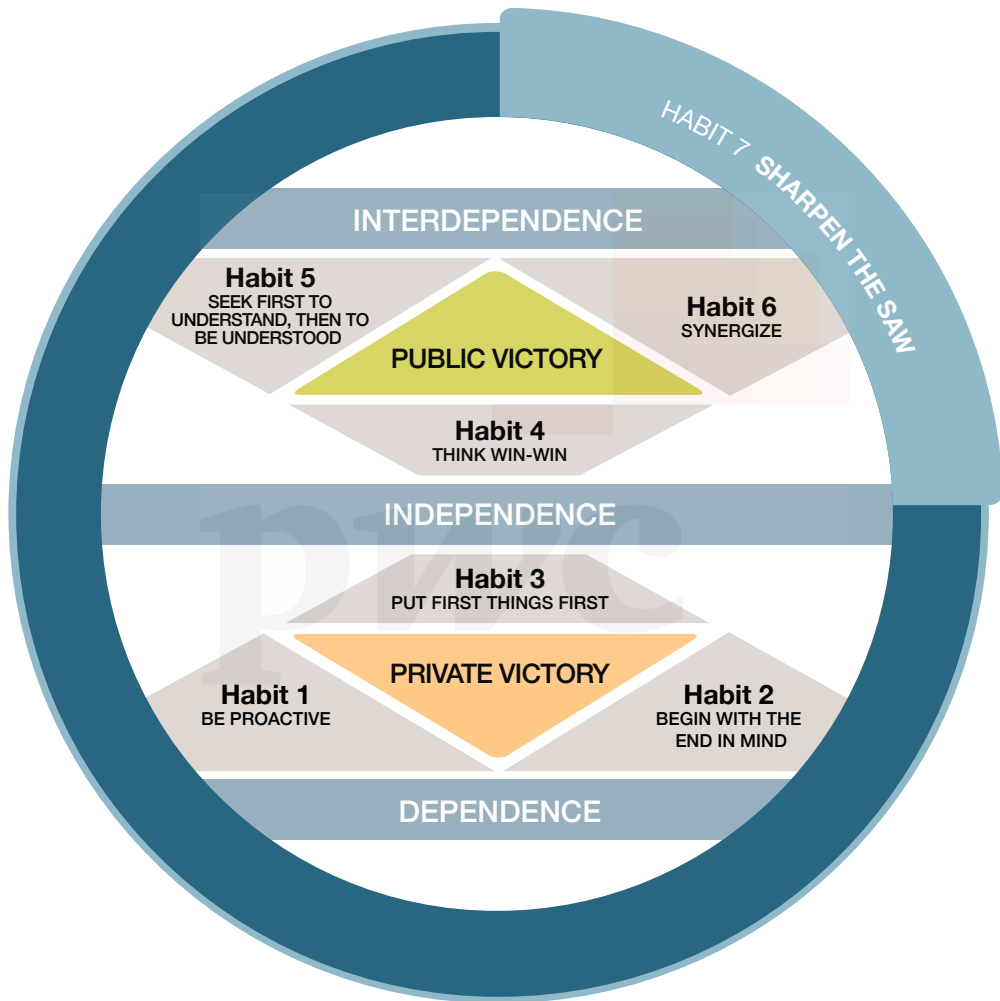
HABIT 7
Sharpen
the Saw®

The Habit of Daily Self-Renewal

HOW CAN I INVEST IN MYSELF?

- Achieve the Daily Private Victory.

Habit 7: Sharpen the Saw®



How Can I Invest in Myself?

When you practice Habit 7, you take time every day to renew yourself in body, mind, heart, and spirit. This is the habit that makes all the other habits work. Take care of your most important asset—you!

Common Paradigm

I'm too busy today to take time for myself.

Highly Effective Paradigm

I take time for myself every day because it gives me the ability to do everything else.

HIGHLY EFFECTIVE PRACTICE

- Achieve the Daily Private Victory



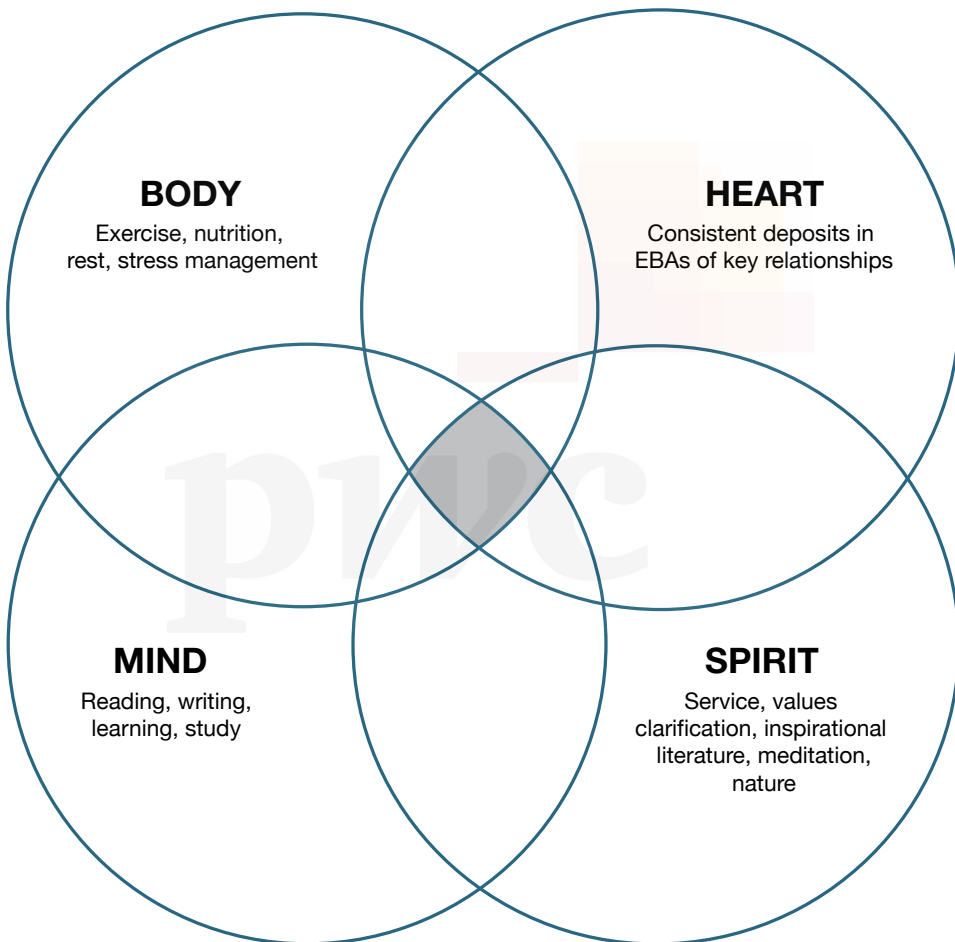
“Habit 7 surrounds the other habits on the 7 Habits Maturity Continuum because it is the habit that makes all the others possible.”

- Stephen R. Covey



The Four Dimensions of Renewal

You are made up of four dimensions. You find balance when you regularly renew in all four. If you neglect one, the others suffer.



Achieve the Daily Private Victory

The Daily Private Victory is what you do every day to take care of yourself. It's a routine or practice that keeps you healthy in body, mind, heart, and spirit.

To renew your **BODY**:

- Set health and fitness goals.
- Include vegetables, fruits, whole grains, fiber, and lots of water in your diet.
- Reduce your stress by cutting down on Quadrant 3 activities.
-

To renew your **MIND**:

- Keep a journal to collect your thoughts and work out problems.
- Read a variety of books.
- Develop a hobby and do something you love.
-

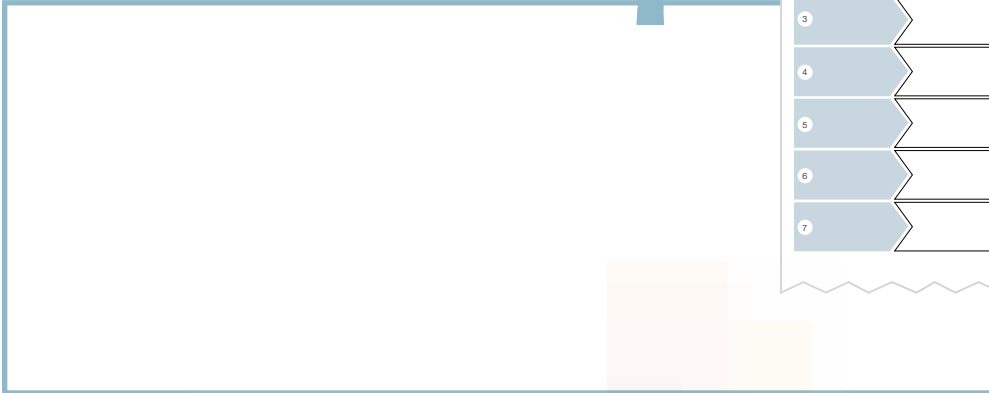
To renew your **HEART**:

- Make deposits into the Emotional Bank Account of others.
- Value the differences in others and look for opportunities to Synergize.
- Build family relationships through Empathic Listening.
-

To renew your **SPIRIT**:

- Create, review, and refine your Personal Mission Statement.
- Appreciate and enjoy the world of nature.
- Give meaningful service.
-

MY DAILY PRIVATE VICTORY



Big Rocks		WEEK OF: _____
ROLES	BIG ROCKS	
1 Sharpen the Saw®	BODY: _____ MIND: _____ HEART: _____ SPIRIT: _____	
2		
3		
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TIPS FOR ACHIEVING YOUR DAILY PRIVATE VICTORY:

- **SCHEDULE IT.** This is a Big Rock and deserves your best attention. You are more likely to do something if you schedule it.
- **START SMALL.** Take on something you enjoy—something motivating or that you are curious about.
- **STAY MOTIVATED BY SUCCESS.** Continue any activity you are already doing well and enjoy.
- **ADJUST OFTEN.** Be flexible. Life is constantly changing and so will your interests, motivation, and time. Rotate new activities as often as you need to.
- **GET A BUDDY.** Plan your renewal activities with a friend and hold each other accountable.
- **ASK FOR HELP!** It's okay to want or need support when making changes in your life. Ask a friend or family member to come along with you, or brainstorm other ideas in order to stay motivated.

DAILY PRIVATE VICTORY GALLERY

Kai:

Every morning before I leave for work, my wife and I walk our dogs (body) and talk about the books we are currently reading (mind)—what we like, don't like, or find challenging and worth discussion. We consistently plan one night a week as our “date night”—no phones, computers, or other interruptions (heart). Each night before bed, I take a few minutes to read or listen to something spiritually uplifting to me (spirit), which helps me turn off the stress of the day and get a good night's sleep.



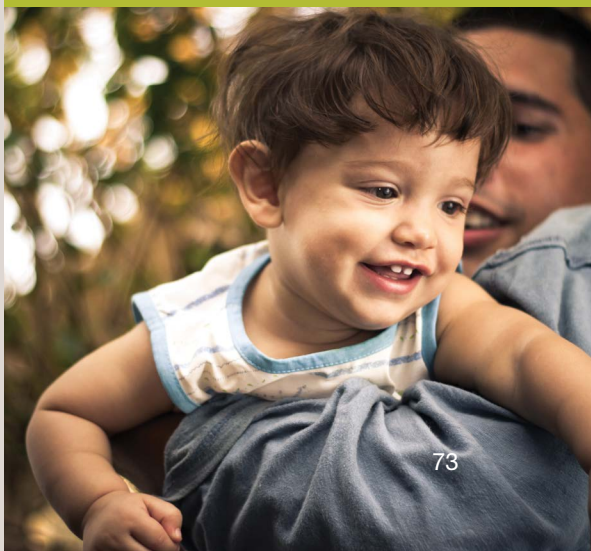
Mario:

As an IT worker, I read some technology blogs or take an online course weekly (mind) so that I know I am always on top of the latest upgrades and developments. We eat dinner together as a family almost every evening (heart). As parents of three children, we plan and prepare more healthy meals together and eat out less at fast-food restaurants (body). We volunteer as a family at the local homeless shelter once a month (spirit), and enjoy the beauty around us at all seasons of the year.



Katherine:

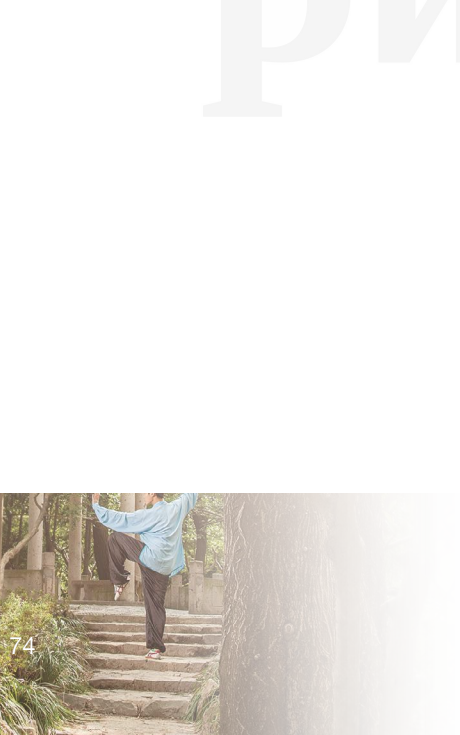
Although my grad school courses take up a large part of my week (mind), I take time at least five mornings a week to go for a run or power walk (body), which really helps give me the energy I need throughout the day—particularly on days when I have classes in addition to my job. My parents live far from me, so we schedule a once-a-week video chat (heart) to make sure we are always in touch with each other. I attend a weekly religious service (spirit) at a congregation close to where I currently live, and that really helps me stay focused and grounded in what matters most to me.



Notes



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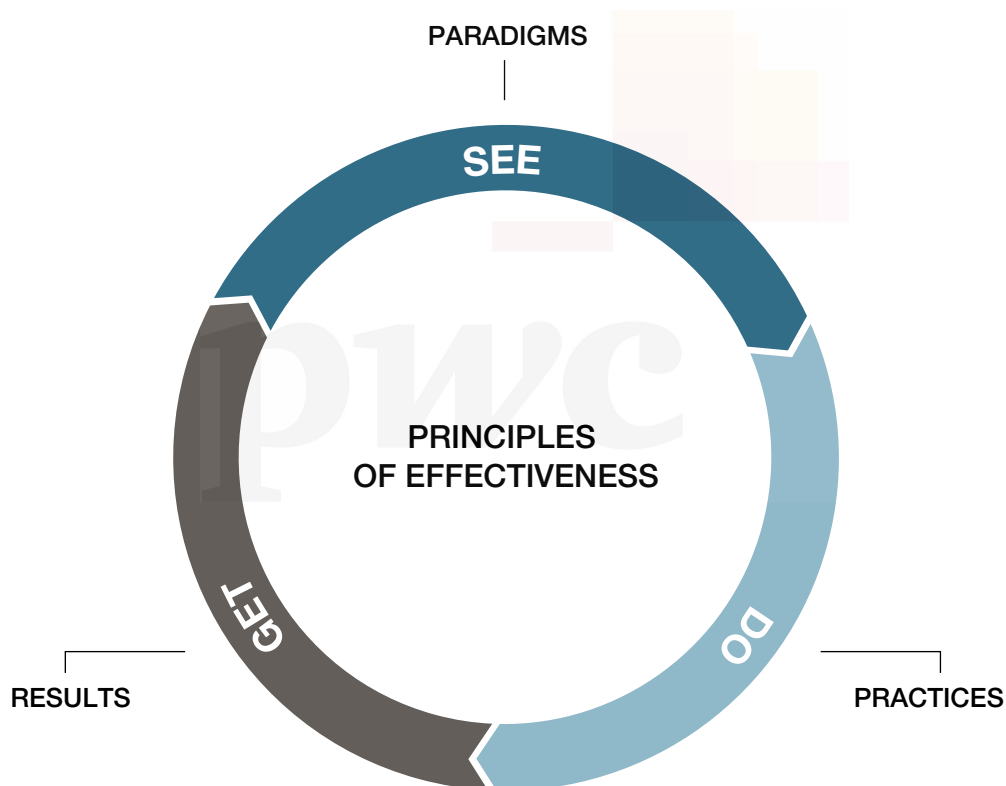
Resources

- See-Do-Get Cycle Summary
- The 7 Habits Practices Summary
- Quotes From the Work-Session Videos
- Big Rocks Tool

See-Do-Get Cycle Summary

Remember that to change your habits, you must change your paradigms. The See-Do-Get Cycle helps you do that because the focus is on getting rid of your old, ineffective paradigms and adopting new, effective paradigms.

Use the information on these two pages to help you remember how the See-Do-Get Cycle works and the specific paradigms, practices, and results that are directly connected to each habit.



	SEE Highly Effective Paradigms	DO Highly Effective Practices	GET Results
Habit 1	I am responsible for my happiness.	• Pause before you respond. • Use proactive language. • Focus on your Circle of Influence.	I get more control over my life.
Habit 2	I define my life's vision and purpose and live by it.	• Create and live by a Personal Mission Statement.	I live a life of purpose and vision.
Habit 3	I spend my time on what's most important.	• Focus on your highest priorities. • Plan every week.	I get the important things in my life done.
Habit 4	There's more than enough for everyone.	• Build your Emotional Bank Account with others. • Have an Abundance Mentality. • Consider other people's wins as well as your own.	I find "wins" for everyone and build effective relationships.
Habit 5	I have more influence when I listen first.	• Practice Empathic Listening. • Respectfully seek to be understood.	I understand others and communicate more effectively.
Habit 6	Let's come up with a better way together.	• Value differences. • Seek 3rd Alternatives.	We can solve problems and create exciting new ideas together.
Habit 7	I take time for myself every day because it helps me do everything else better.	• Achieve the Daily Private Victory.	I have more energy to live a balanced life.

The 7 *Habits* Practices Summary

The 7 Habits of Highly Effective People: Foundations work session introduces you to a subset of the 20 practices of the *7 Habits Signature* work session. Below is a brief description of all 20 practices.

HABIT 1: BE PROACTIVE®

When you are proactive, you take responsibility for your own life.

1. PAUSE AND RESPOND BASED ON PRINCIPLES AND DESIRED RESULTS.

You can create space between what happens to you (stimulus) and your response to it. In that space, you have the freedom to choose your response, instead of just reacting based on your mood, feelings, or circumstance.

2. USE PROACTIVE LANGUAGE.

Your language reflects and shapes your mindset. Proactive language has a positive impact on your brain chemistry, causing you to think and feel better. When you use proactive language, you take responsibility for your life, and others see you as a more capable person.

3. FOCUS ON YOUR CIRCLE OF INFLUENCE.

There are all sorts of things to worry about in life, things that fall within your Circle of Concern. When you are proactive, you focus only on those things you have control over—those things within your Circle of Influence. When you do this, your influence grows.

4. BECOME A TRANSITION PERSON.

When you are proactive, you can become a Transition Person because you replace unhealthy, harmful, abusive, or ineffective patterns of behavior from your past with proactive, helpful, and effective behaviors.

HABIT 2: BEGIN WITH THE END IN MIND®

When you Begin With the End in Mind, you clearly define your vision and purpose in life. It will make all the difference.

5. DEFINE OUTCOMES BEFORE YOU ACT.

All things are created first in your mind. When you're effective, you take time to get a clear idea of what you want to achieve before you act.

6. CREATE AND LIVE BY A PERSONAL MISSION STATEMENT.

A Personal Mission Statement is the end in mind for your life. It helps you shape your own future instead of letting it be shaped by other people or circumstances.

HABIT 3: PUT FIRST THINGS FIRST®

When you Put First Things First, you spend time on what is most important.

7. FOCUS ON YOUR HIGHEST PRIORITIES.

Everyone's time is pulled toward urgent things that may or may not be important. When you are effective, you choose to spend your time on what is important to you.

8. ELIMINATE THE UNIMPORTANT.

You can spend more time on important things when you choose to reduce or eliminate the time you spend on unimportant things.

9. PLAN EVERY WEEK.

Planning every week allows you to schedule your priorities. Take time alone in a quiet place each week to reconnect with your mission, roles, and goals, and identify your Big Rocks. Then schedule your Big Rocks first, before your calendar gets filled up with everything else.

10. STAY TRUE IN THE MOMENT OF CHOICE.

It's easy to get pulled away from your priorities in the pressures of the moment. When you are effective, you align your choices to your mission, roles, and goals.

PRIVATE VICTORY® TO PUBLIC VICTORY®

When you practice Habits 1, 2, and 3, you win the Private Victory and take control of your life. Only then can you practice Habits 4, 5, and 6 and become more effective in your relationships, winning the Public Victory.

11. BUILD YOUR EMOTIONAL BANK ACCOUNT WITH OTHERS.

The Emotional Bank Account is a metaphor for the amount of trust in a relationship. Making deposits (for example, by seeking first to understand, keeping promises, and showing kindness and respect) builds trust and leads to more effective relationships.

HABIT 4: THINK WIN-WIN®

When you Think Win-Win, you seek mutual benefit in all interactions—you want everyone to win.

12. HAVE AN ABUNDANCE MENTALITY.

When you have an Abundance Mentality, you hold a mindset that there's enough to go around—and more! This frees you from feeling threatened by the success of others and is the foundation for thinking win-win.

13. BALANCE COURAGE AND CONSIDERATION.

Courage is being willing and able to speak your thoughts respectfully. Consideration is being willing and able to seek out and listen to other people's thoughts and feelings with respect. When you are both courageous and considerate, you will help everyone win.

14. CONSIDER OTHER PEOPLE'S WINS AS WELL AS YOUR OWN.

When you Think Win-Win, you take the time to clearly identify everyone's wins, including your own.

15. CREATE WIN-WIN AGREEMENTS.

A Win-Win Agreement is when two or more parties commit to work to benefit each other as well as themselves. Win-Win Agreements can be formal or informal, and can be made in just about any relationship or circumstance.

HABIT 5: SEEK FIRST TO UNDERSTAND, THEN TO BE UNDERSTOOD®

You will have greater influence with other people if you truly understand them first.

16. PRACTICE EMPATHIC LISTENING.

Listening with empathy means getting to the heart of what matters to the other person, whether you agree or not. To listen empathically, you reflect the other person's feelings and words with the intent to understand them.

17. RESPECTFULLY SEEK TO BE UNDERSTOOD.

Once you are confident others feel understood, you can share your own point of view with respect and clarity.

HABIT 6: SYNERGIZE®

When you Synergize, you work with others to come up with something that is better than what either of you had in mind.

18. VALUE DIFFERENCES.

When you are effective, you value and embrace the differences in other people and see them as strengths.

19. SEEK 3RD ALTERNATIVES.

More than just "my way" or "your way," a 3rd Alternative is a higher, better way.

HABIT 7: SHARPEN THE SAW®

When you Sharpen the Saw, you take time every day to take care of yourself.

20. ACHIEVE THE DAILY PRIVATE VICTORY.

You achieve the Daily Private Victory when you spend time each day in a routine way renewing your body, mind, heart, and spirit. This gives you the capacity to live all the other habits.

Quotes From the Work-Session Videos

“Your habits determine your destiny.” Stephen R. Covey

(Introduction: *7 Habits Promise*)

“It is our character that communicates most eloquently.” Stephen R. Covey

(Introduction: *Roots of Effectiveness*)

“Your life is the result of your own decisions—not your conditions.”

Stephen R. Covey

(Habit 1: *Carry Your Own Weather*)

“Between what happens to us and our response is a space. In that space lies our power and our freedom to choose our response. And in those choices lie our growth and our happiness.” Stephen R. Covey

(Habit 1: *Carry Your Own Weather*)

“They cannot take away our self-respect if we do not give it to them.”

Mahatma Gandhi

(Habit 1: *Carry Your Own Weather*)

“Win-win is a frame of mind and heart that constantly seeks mutual benefit in all human interactions.” Stephen R. Covey

(Habit 4: *Win-Win Thinking*)

“Sharpening the saw each day in each of the four dimensions is called the Daily Private Victory.” Sean Covey

(Habit 7: *Daily Private Victory*)

Big Rocks

WEEK OF: _____

ROLES	BIG ROCKS
1 Sharpen the Saw®	BODY: MIND: HEART: SPIRIT:
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Big Rocks

WEEK OF: _____

ROLES	BIG ROCKS
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Big Rocks

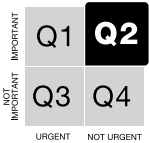
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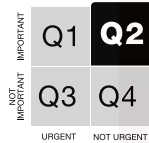
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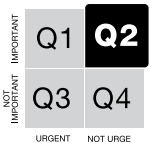
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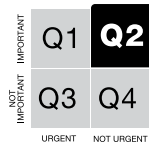
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Big Rocks

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Big Rocks

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