

In the *7 Habits of Highly Effective People*, Dr. Stephen R. Covey teaches a step by step framework for living with fairness, integrity, service, and human dignity. Adhering to these principles can give us the security to adapt to change and the power to take advantage of the opportunities that change creates. Programs teaching these seven habits have been implemented in schools and organizations across the world. Dr. Covey describes these seven habits as set of universal, timeless, self-evident principles common to every enduring, prospering society, organization, or family.

7 Habits of Highly Effective People:

- 1. Take personal responsibility and initiative.**
In other words, be proactive. Make a decision to create change in your life instead of simply reacting to external forces.
- 2. Get clear about what's important to you and set goals.**
Have your own personal mission statement, and create both short and long-term goals. Write them down.
- 3. Put those priorities first and be disciplined.**
Prioritize the most important things in your life. Make choices that help move you forward toward your goals.
- 4. Seek mutual benefit in all interactions with others – practice the Golden Rule.**
Try to find “win/win” solutions to problems. Pursue situations and relationships that are mutually beneficial.
- 5. Seek to understand others from their perspective first before making your point.**
First, seek to understand. Second, seek to be understood. Effective listening is not simply echoing what the other person has said through the lens of your own experience. Rather, it is trying to understand the perspective of the other person, listening empathically for both feeling and meaning.
- 6. Value differences and create third-alternative solutions to problems that are better than "my way" or "your way."**
Use individual differences to a situation's advantage. Often, a better solution can be found by taking each person's point of view into consideration.
- 7. Take care of and renew yourself in four areas of life: body, mind, heart, and spirit.**
Maintain a balance between work and self care. Take time to rejuvenate and recharge.

The *7 Habits of Highly Effective People* presents an "inside-out" approach to effectiveness that is centered on principles and character. Inside-out means that change starts within oneself. The idea is that if you work on your own character, then you will be equipped to handle any challenge that comes your way.