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Sunshine Coast Queensland Australia **centre**™

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The Seven Habits of Highly Effective People by Steven Covey

Habit 1: Be Proactive

Are my actions based upon self-chosen values or upon my moods, feelings and circumstances?

Habit 2: Begin with the End in Mind

Have I written a personal mission statement which provides meaning, purpose and direction to my life? Do my actions flow from my mission?

Habit 3: Put First Things First

Am I able to say no to the unimportant, no matter how urgent, and yes to the important?

Habit 4: Think Win-Win

Do I seek mutual benefit in all interdependent relationships?



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Habit 5: Seek First to Understand, Then to be Understood

Do I avoid autobiographical responses and instead faithfully reflect my understanding of the other person before seeking to be understood?

Habit 6: Synergise

Do I value different opinions, viewpoints and perspectives of others when seeking solutions?

Habit 7: Sharpen the Saw

Am I engaged in continuous improvement in the physical, mental, spiritual and social/emotional dimensions of my life?



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Habit 1: Be Proactive

Habit 2: Begin with the End in Mind

Habit 3: Put First Things First

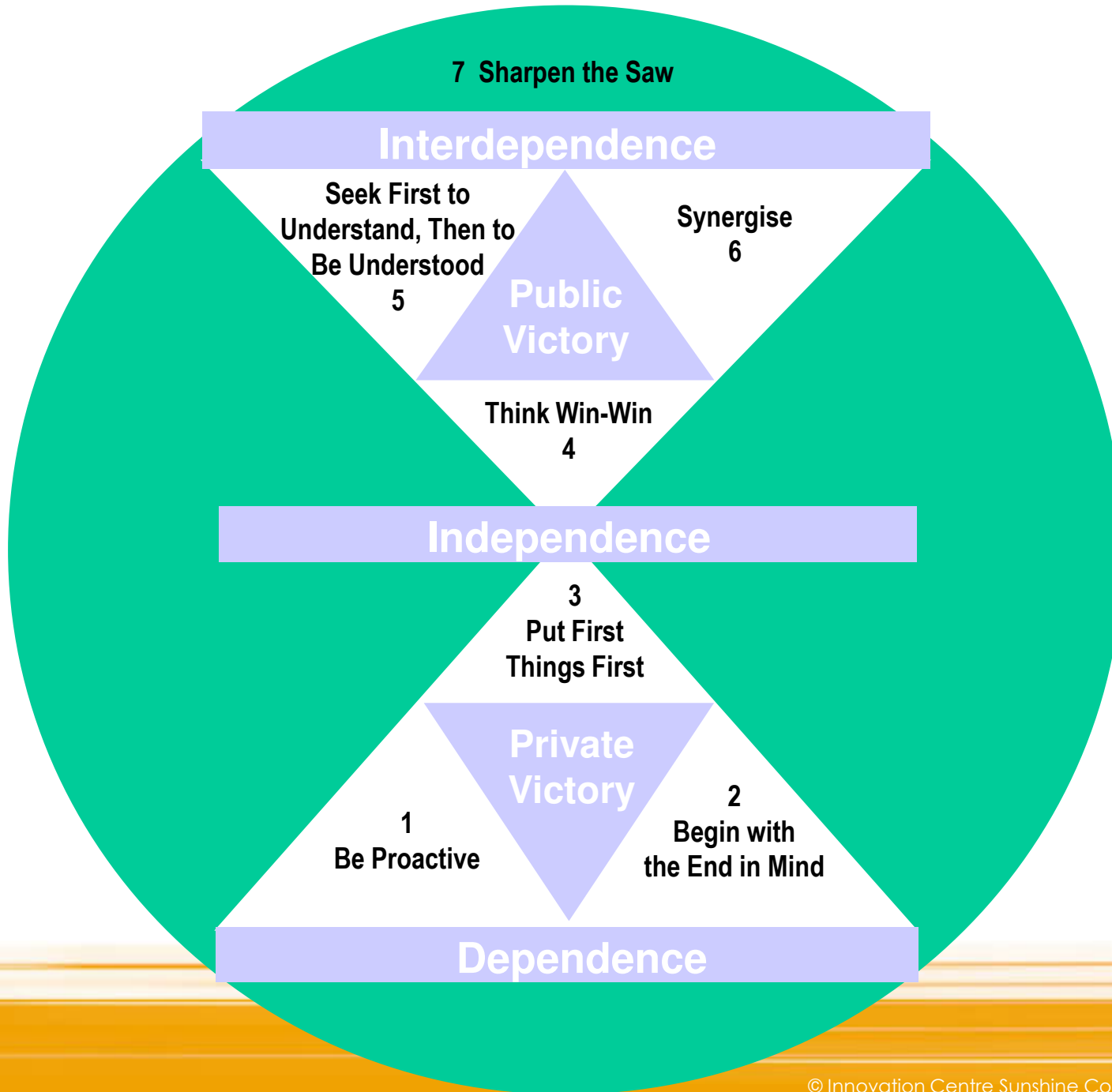
Habit 4: Think Win-Win

Habit 5: Seek First to Understand, Then to be Understood

Habit 6: Synergise

Habit 7: Sharpen the Saw





7 Sharpen the Saw

Interdependence

5 Seek First to Understand, Then to Be Understood

6 Synergise

Public Victory

4 Think Win-Win

Independence

3 Put First Things First

Private Victory

1 Be Proactive

2 Begin with the End in Mind

Dependence



The Quadrant II Time Management Matrix

| | Urgent | Not Urgent |
|---------------|--|---|
| Important | CRISES, PRESSING PROBLEMS, DEADLINE-DRIVEN PROJECTS, MEETINGS, PREPARATION | PREPARATION, PREVENTION, VALUES CLARIFICATION, PLANNING, RELATIONSHIP BUILDING, TRUE RE-CREATION, EMPOWERMENT |
| Not Important | INTERRUPTIONS, SOME PHONE CALLS, SOME MAIL, SOME REPORTS, SOME MEETINGS, MANY PROXIMATE, PRESSING MATTERS, MANY POPULAR ACTIVITIES | TRIVIA, BUSYWORK, SOME PHONE CALLS, TIME WASTERS, “ESCAPE” ACTIVITIES, IRRELEVANT MAIL, EXCESSIVE TV |