The 7 Habits
of Highly Effective People

By Stephen R. Covey

HABIT 1
BE PROACTIVE

Be responsible for your actions and decisions instead of being reactive.



HABIT 2
BEGIN WITH THE END IN MIND

Set clear goals and work based on your desired outcomes.



HABIT 3
FIRST THINGS FIRST

Prioritize important tasks and manage your time effectively.



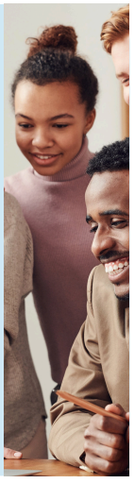
HABIT 4
THINK WIN-WIN

Seek mutual benefits in relationships and interactions with others.



HABIT 5
SEEK FIRST TO UNDERSTAND, THEN TO BE UNDERSTOOD

Genuinely understanding others' perspectives before sharing our own. Put yourself in other peoples' shoes and try to listen empathetically.



HABIT 6
SYNERGIZE

Value differences and seek out diverse perspectives. Be open-minded, creative, and teamwork in achieving synergy.



HABIT 7
SHARPEN THE SAW

Invest time in self-care and continuous learning in these areas: physical, mental, spiritual, and social/emotional health.



Independence **Interdependence** **Improvements**

teamioed.
Develop Skills Company-wide at Scale
Easily achieved with Teamioed.com

