



The 7 Habits of Highly Effective People

By Dr. Stephen R. Covey

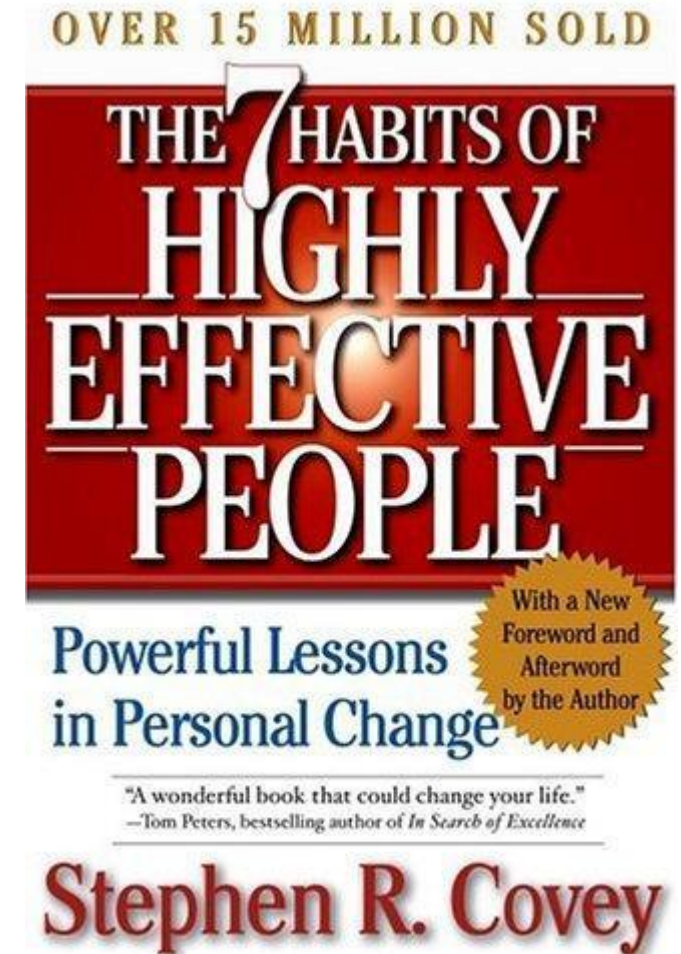
Introduction

Best selling book by Dr. Stephen R. Covey

Curious about the practices of successful people

Studied the ancient teachings of religions worldwide

He didn't call it the "7 Habits of Successful People"



What is this program?

Set of habits we can use daily and weekly to make more efficient and **EFFECTIVE** use of our time

Change in behaviour vs change in paradigm

Applies not only to work, but also our personal lives.

The Maturity Continuum



DEPENDANT



INDEPENDANT



INTER-DEPENDANT

Habit 1: Be Proactive

“Be the product of your choices rather than your circumstances”

Examples:

- Prepare your day and week in advance
- Address your problems BEFORE they become a crisis
- Plan your discussion for a meeting beforehand

Habit 2: Begin With the End in Mind

“Highly effective people have clear goals. Align your actions with your pre-defined goals”

Examples:

- Start by listing down meaningful goals. (*A profitable site, zero accidents, zero defects, eliminate delays, family, education.*)
- Involve steps to achieve your goals in your daily & weekly plans.



Habit 3: First things first

“Do what is most important for your goals first. Don’t get caught up in other people’s tasks.”

Examples:

- Start by attending to the most important tasks first
- Set a time for answering emails and phone calls
- Learn to say NO politely

Habit 4: Think Win-Win

“Mutually beneficial is self sustaining”

Examples:

- Manager-subordinate vs spouse.
- Client-vendor agreement

Habit 5: Seek first to understand, then to be understood.

“Listen intently to others before you respond.”

Examples:

- Put yourself in their shoes
- Use your experience, but respond neutrally without bias

Habit 6: Synergize

“1 + 1 = 3”

Examples:

- Uses of drinking glasses.
- Evolution uses synergy to create NEW variations to survive challenges



Habit 7: Sharpen the saw

“Always take time to improve yourself”

Summary



Habit 1: Be Proactive

Habit 2: Begin with the End in Mind

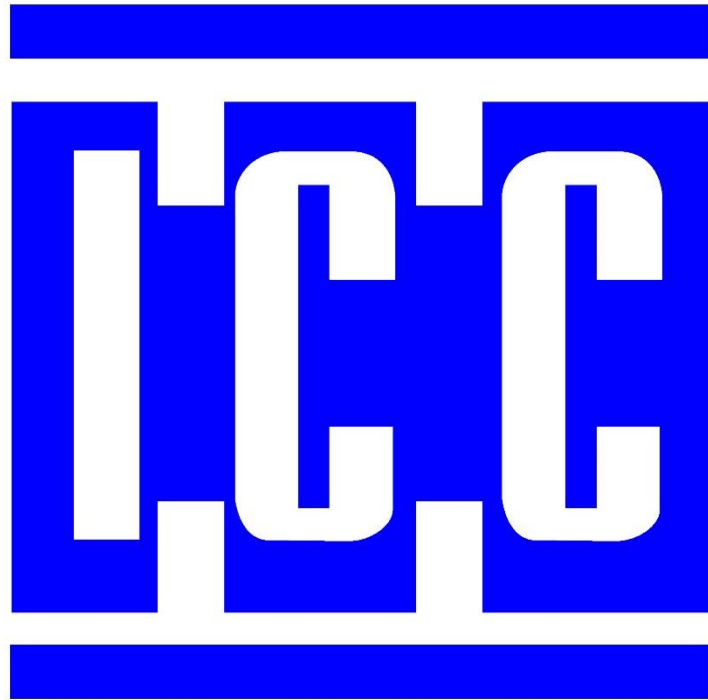
Habit 3: First things First

Habit 4: Think Win-Win

Habit 5: Seek first to understand, then to be understood

Habit 6: Synergize

Habit 7: Sharpen the Saw



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