



# 7 Habits of Highly Effective People

A Brief Introduction

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# Overview

7 Habits of Highly Effective People is an internationally renowned book by Stephen Covey.

The premise is that way we see the world is entirely based on our own perceptions. In order to change a given situation, we must change ourselves. And this means changing our perceptions.

In the book, Covey argues that true success comes from personal growth and fulfillment - which can be obtained by focusing on the 7 Habits.



# 7 Habits

1. Be Proactive
2. Begin With the End in Mind
3. Put First Things First
4. Think Win-Win
5. Seek First to Understand, Then to Be Understood
6. Synergise
7. Sharpen the Saw

# Habit One: Be Proactive

Take responsibility for your life and actions, and focus on what you can control rather than what you can't. Get on the front foot.

Proactive people take the initiative. They take action. They take responsibility for your own challenges instead of focusing on things beyond your control.



# Habit Two: Begin with the End in Mind

This is about defining your goals and purpose in life and work backwards to guide your choices, decisions and priorities.

Beginning with the end in mind is thinking about how you want to be thought of. What are your values. Your goals in life and how you can achieve them. Have different goals for different aspects of your life - personal and professional.





# Habit Three: Put First Things First

This is the practical execution of habits one and two. Be proactive and use your guiding principles to determine the most important activities in front of you and execute them accordingly.

This is about the need to be disciplined and manage your time. Determine important tasks and execute them, and prioritise important tasks over urgent but less important ones.

NB See Time Management Guide for Covey's Urgent v Important grid.



# Habit Four: Think Win Win

This Habit is about the need to seek mutually beneficial outcomes in all your interactions.

Covey explains that there are six paradigms of human interaction:

- Win-Win.
- Win-Lose.
- Lose-Win.
- Lose-Lose.
- Win. T
- Win-Win or No Deal. This paradigm believes that if you cannot achieve a mutually satisfactory outcome, it is better to have no deal. It promotes finding a solution that benefits all parties involved or walking away.



# Habit Five: Seek First to Understand, Then to Be Understood

This Habit is about the need to listen actively and with empathy, before getting your own views across.

Listen with the intent to understand, not to respond. Seeking to understand requires being open-minded and non-judgmental. The result is improved communication, deeper relationships, and more effective collaboration.

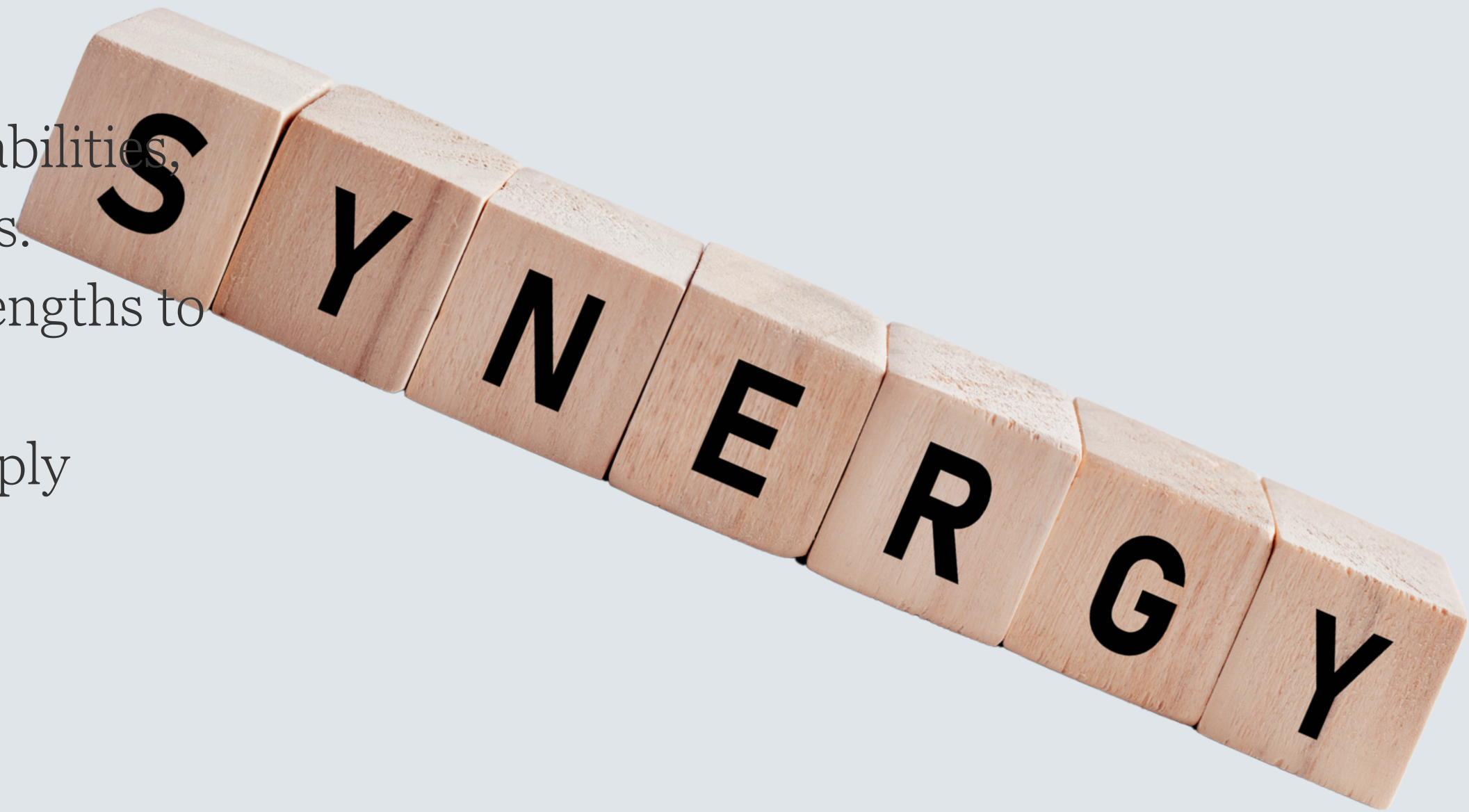




# Habit Six: Synergise

This Habit is the power of collaboration. It encourages us to look for opportunities to work together to create outcomes greater than the sum of their parts.

- Recognize and appreciate the unique abilities, experiences, and perspectives of others.
- Seek to combine people's different strengths to achieve collaborative success.
- Look for solutions that go beyond simply compromising between two opposing viewpoints.



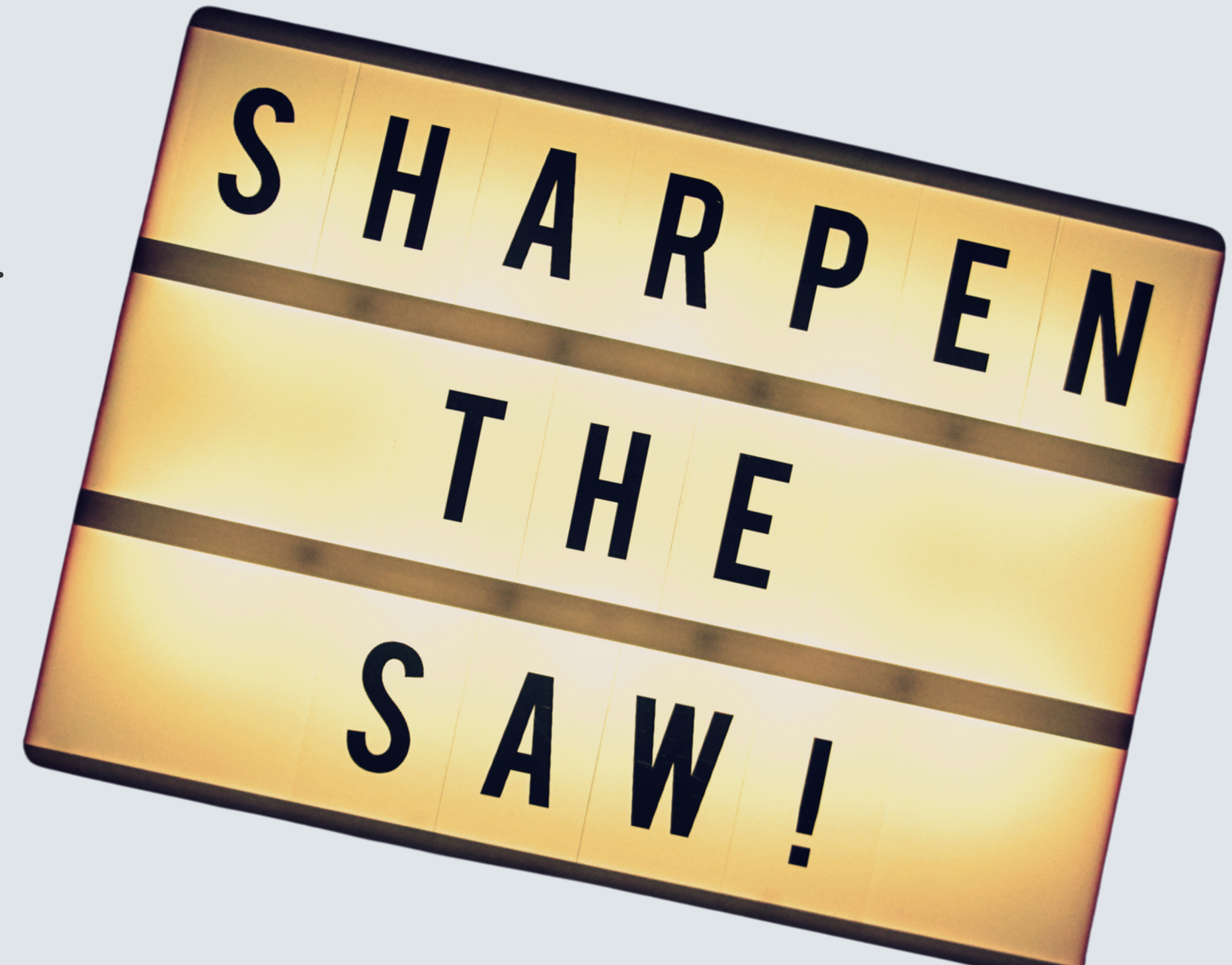
# Habit Seven: Sharpen the Saw

This Habit means continually honing our personal development. It is about renewing and recharging our energy. The outcome is a better state of health.

It's easy to get caught up in our work and responsibilities and neglect to prioritize ourselves. Covey posits that we must take the time to “sharpen our saw” to remain effective.

This can be through physical, emotional and mental renewal.

Know what is best for you.





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