

Covey's 7 Habits of Highly Effective People

The 7 habits are not a set of separate or piece-meal formulas; they provide an incremental, sequential, highly integrated approach to the development of personal and interpersonal effectiveness. They move us progressively on a Maturity Continuum from dependence to independence to interdependence.

Source: THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE, Powerful Lessons in Personal Change, Stephen R. Covey, pp. 48-49.

- 1. Be proactive**
- 2. Begin with the end in mind**
- 3. Put first things first**
(Habits 1, 2, and 3 relate to self-mastery)
- 4. Think win/win**
- 5. Seek first to understand, then to be understood**
- 6. Synergize-remember, the whole is greater than the sum of its parts**
- 7. Take time to "sharpen the saw" balanced self-renewal in all four dimensions, i.e., the physical, the spiritual, the mental and the social/emotional**

Notes from Stephen R. Covey: *7 Habits of Highly Effective People*

Dependence is the paradigm of you-you take care of me; you come through for me; you didn't come through; I blame you for the results.

Independence is the paradigm of I-I can do it; I am responsible; I am self-reliant; I can choose.

Interdependence is the paradigm of we-we can do it; we can cooperate; we can combine our talents and abilities and create something-greater together-pg. 49. Remember that: *we are what we repeatedly do.... Aristotle*

According to Covey the 7 habits are habits of effectiveness-because they are based on principles, they bring the maximum long-term beneficial results possible. They become the basis of a person's character, creating an empowering center of correct maps from which an individual can effectively solve problems, maximize opportunities, and continually learn and integrate other principles in an upward spiral of growth-pg. 52. The ability to subordinate an impulse to a value is the essence of the proactive person. Reactive people are driven by feelings, circumstances, conditions, and their environment. **PROACTIVE PEOPLE ARE DRIVEN BY VALUES-CAREFULLY THOUGHT ABOUT SELECTED AND INTERNALIZED VALUES.** pg. 72. It is not what happens to us, but our responses to what happens to us that hurts us. pg. 73.

Another way to become more self-aware regarding our proactivity is to look at where we focus our time and energy. We each have a wide range of concerns-we can separate those from things in which we have no mental or emotional involvement by creating a circle of concern. As we look at those things within our circle of concern, it becomes apparent that there are some things over which we have no real control - by determining which of these two circles is the focus of most of our time and energy, we can discover much about the degree of our proactivity.

Habit # 1 Be proactive--**PROACTIVE** people focus their efforts in the Circle of Influence. They work on the things they can do something about. The nature of their energy is positive, enlarging and magnifying, causing their Circle of Influence to increase. Being proactive results in our having personal vision.

REACTIVE people focus their efforts in the Circle of Concern. They focus on the weakness of other people, the problems in the environment, and circumstances over which they have no control. Their focus results in blaming and accusing attitudes, reactive language, and increased feelings of victimization, which causes their Circle of Influence to shrink. pp. 81-83

Habit #2-to begin with the end in mind means to start with a clear understanding of your destination. It means to know where you're going so that you better understand where you are now and so that the steps you take are always in the right direction. Habit 2 is based on principles of personal leadership. In the words of Bennis and Peter Drucker "Management is doing things right; leadership is doing the right things" Management is efficiency in climbing the ladder of success; leadership determines whether the ladder is leaning against the right wall. THE METAMORPHOSIS TAKING PLACE IN MOST EVERY INDUSTRY AND PROFESSION DEMANDS LEADERSHIP FIRST AND MANAGEMENT SECOND. Pg. 101.

Covey says "I'm convinced that too often parents are also trapped in the management paradigm, thinking of control, efficiency, and rules instead of direction, purpose and family feeling. And leadership is even more lacking in our personal lives. We're into managing with efficiency, setting and achieving goals before we have even clarified our values." Pg. 103. Need a personal Mission Statement. "people can't live with change if there's not a changeless core inside them. The key to the ability to change is a changeless sense of who you are, what you are about and what you value."pg 108. WHATEVER IS AT THE CENTER OF OUR LIFE WILL BE THE SOURCE OF OUR SECURITY, GUIDANCE, WISDOM AND POWER. Pg. 109. Security represents your sense of worth, your identity, your emotional anchorage, your self-esteem, personal strength. Guidance means your source of direction in life. Wisdom is your perspective on life, sense of balance. It embraces judgment, discernment, it is a gestalt or oneness—wholeness. Power is the faculty or capacity to act, the strength and potency to accomplish something. It is the vital energy to make choices and decisions. It also includes the capacity to overcome deeply embedded habits and to cultivate higher, more effective ones. Pg. 109 Your power lies somewhere between immobilization or being a puppet pulled by someone else's strings to high proactivity, the power to act according to your own values instead of being acted upon by other people and circumstances.

Habit #4-Win/Win is a frame of mind and heart that constantly seeks mutual benefit in all human interactions. Win/Win means that agreements or solutions are mutually beneficial, mutually satisfying. pg. 207

Habit #5-Seek first to understand, then to be understood-this is the key to effective interpersonal communication. Communication is the most important skill in life pg. 237. Most people do not listen with the intent to understand, they listen with the intent to reply. When you listen with empathy to another person, you give that person psychological air-this need for psychological air impacts communication in every area of life. pg. 241.

Habit #6-Synergizing-is the essence of principle-centered leadership. It is the essence of principle-centered parenting. It unifies and unleashes the greatest powers within people all the habits we have covered prepare us to create the miracle of synergy. It is creative cooperation applied in our social interactions. In the classroom, synergy is almost as if a group collectively agrees to subordinate old scripts and to write a new one. Valuing differences is the essence of synergy-value the differences in our perceptions-value each other and give credence to the possibility that we're both right. Pg. 277.

Habit #7-Sharpening the saw: This habit includes: (1) Physical--exercise, nutrition, stress management; (2) mental-reading, visualizing, planning, writing; (3) social/emotional-service, empathy, synergy, intrinsic security; (4) spiritual-value clarification and commitment, study and meditation. pg. 288. Covey identifies these 4 aspects of our lives as evidence of achieving balanced self-renewal.