# THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE

BY STEPHEN COVEY

BOOK SUMMARY



BE PROACTIVE

Don't react blindly to your cricumstances. Take charge of your life instead.





### HABIT #2

BEGIN WITH THE END IN MIND

Have a clear vision of where you want to go and what you want to achieve in your life.

### HABIT #3

PUT FIRST THINGS FIRST

Focus on the most important tasks first. Delegate the urgent and unimportant tasks.





### HABIT #4

THINK WIN-WIN

Always think about mutual wins and benefits. Your success must not hurt the growth of others.

### HABIT #5

SEEK FIRST TO UNDERSTAND. THEN TO BE UNDERSTOOD

Have empathy when you communicate.





### HABIT #6

SYNERGIZE

Understand that the whole is greater than the sum of its parts.

## HABIT #7

Renew the four dimenstions of your life: spiritual, mental, social, and mental.



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