

# THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE

BY STEPHEN COVEY

BOOK SUMMARY



## HABIT #1

### BE PROACTIVE

Don't react blindly to your circumstances.  
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

### SHARPEN THE SAW

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



# Habits Highly Effective People Summary

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