

THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE - MAIN TAKEAWAYS



#1 BE PROACTIVE!

Successful people are rather proactive than reactive. Achieve outstanding results by overcoming every obstacle with ingenuity and initiative.

#2 BEGIN WITH THE END IN MIND

In all the activities you start, you must have a clear idea or vision of what you want to achieve in the end.



#3 DO THE MOST IMPORTANT THING FIRST

Focus on the most important goals first. Utilize Covey's time management matrix. It is divided into 4 sub-sections: important & urgent, important & not urgent, urgent & not important, neither urgent nor important

#4 HAVE A WIN/WIN MENTALITY

By focussing on cooperation rather than competition, you will truly unlock success. Think in terms of abundance. A win/win mindset acknowledges that there is enough for everyone.



#5 UNDERSTAND, THEN BE UNDERSTOOD

Take the time to get to the heart of problems and provide honest and accurate feedback. This way, you create an environment of naturally giving and receiving assistance.

#6 CREATE SYNERGIES

Synergy is the ultimate form of cooperation. By understanding and valuing the differences in other perspectives, we can uncover new possibilities through openness and creativity. This way, the whole is greater than the sum of its parts.



#7 SHARPEN THE SAW

In order to implement all other habits to effectiveness in our lives, we must constantly renew ourselves in the four basic dimensions of our being - physical, social/emotional, mental and spiritual.