

## The 7 Habits of Highly Effective People - Stephen Covey

This is an engaging read if you are interested in becoming more effective in your work, relationships and live a more fulfilling and cooperative life. Covey states that there are seven key 'habits' to become more effective:

1. **Be proactive** = Take responsibility for your own life, and make things happen for you, rather than waiting for them to come to you. You will be more mentally prepared if you tackle them first.
2. **Begin with the end in mind** = What is your desired goal or outcome, ensure you have a direction in which to travel, otherwise you will simply wander.
3. **Put first things first** = Prioritise. If you put higher priority items at the top of your list (including health and family), you will gain perspective about everything else.
4. **Think Win-Win** = Not just compromise, but a good result for both parties. Compromise often means feeling of resentment still linger. Be prepared to fight for what you want, but to submit gracefully and without grudge when it is better for both sides.
5. **Seek first to understand, then to be understood** = Be empathetic and non-judgmental. People will not open up to you if you do not give them free space to do so. Do not interrupt or rejoinder with 'I', let it be about the other person until they are done.
6. **Synergise** = Communicate back and forth until we truly understand what the other person is about, and then find a win/win way forward. We need to come together to make the whole greater than the sum of its parts. We need others, we can only go solo for limited periods/events.
7. **Sharpen the Saw** = Keep developing and fine-tuning your practice. "Learn, Commit, Do" - follow this cycle to really engage with new experiences and mastery.

Numbers 1-3 are **INDEPENDENT** (i.e, Self-Mastery - work you do on yourself, or encourage others to do on themselves); 4-6 are **INTERDEPENDENT** (i.e, between you and others you work/live with); and number 7 is about **CONTINUOUS IMPROVEMENT**.

By being mindful of these habits, we can create a more harmonious and broader perspective on life, and not get dragged down by petty arguments, conflict, judgment or the unimportant. As with all things, these habits require constant practice and awareness.

Visit <https://www.franklincovey.com/the-7-habits.html> for more information.