

# THE 7 HABITS of Highly Effective People®

SIGNATURE EDITION 4.0

Build leaders at every level in your organization.

## Two-Day Outline

Day 1	HABIT	PARTICIPANTS WILL BE ABLE TO:
	Paradigms and Principles of Effectiveness	<ul style="list-style-type: none"> <li>• Identify the key principles of effectiveness in which the 7 Habits are rooted.</li> <li>• Assess their paradigms, and adopt paradigms of effectiveness.</li> <li>• Identify areas of their work and personal lives in which they can apply the 7 Habits.</li> </ul>
	Habit 1: Be Proactive®	<ul style="list-style-type: none"> <li>• Take the initiative to focus on things they can influence, instead of focusing on things they cannot.</li> <li>• Respond proactively.</li> <li>• Be responsible and accountable.</li> <li>• Identify things that can be controlled and influenced.</li> <li>• Have a positive influence on results, their environment, and others.</li> </ul>
	Habit 2: Begin With the End in Mind®	<ul style="list-style-type: none"> <li>• Define clear measures of success and a plan to achieve them.</li> <li>• Define vision and values.</li> <li>• Create a mission statement.</li> <li>• Set measurable team and personal goals.</li> <li>• Start projects successfully.</li> <li>• Align goals to priorities.</li> <li>• Focus on desired outcomes.</li> </ul>
	Habit 3: Put First Things First®	<ul style="list-style-type: none"> <li>• Prioritize and achieve their most important goals, instead of constantly reacting to urgencies.</li> <li>• Balance key priorities.</li> <li>• Eliminate low priorities and time-wasters.</li> <li>• Execute strategy.</li> <li>• Use planning tools effectively.</li> <li>• Use effective time-management skills.</li> </ul>

Day 2	Private Victory® to Public Victory®	<ul style="list-style-type: none"> <li>• Build trust in key relationships.</li> <li>• Build an Emotional Bank Account with others.</li> </ul>
	Habit 4: Think Win-Win®	<ul style="list-style-type: none"> <li>• Collaborate more effectively by building relationships of mutual benefit.</li> <li>• Build high-trust relationships.</li> <li>• Build effective teams.</li> <li>• Identify wins for all parties and create effective collaboration.</li> <li>• Build productive business relationships.</li> <li>• Strategize to the long-term.</li> </ul>
	Habit 5: Seek First to Understand, Then to Be Understood®	<ul style="list-style-type: none"> <li>• Influence others by developing a deep understanding of their needs and perspectives.</li> <li>• Apply effective listening skills.</li> <li>• Deeply and accurately understand others.</li> <li>• Apply effective interpersonal communication skills</li> <li>• Overcome communication pitfalls.</li> <li>• Communicate viewpoints effectively.</li> <li>• Give and receive input and feedback productively.</li> <li>• Apply effective communication skills to the digital world.</li> </ul>
	Habit 6: Synergize®	<ul style="list-style-type: none"> <li>• Develop innovative solutions that leverage diversity and satisfy all key stakeholders.</li> <li>• Leverage and build on diverse strengths.</li> <li>• Apply effective problem solving.</li> <li>• Apply collaborative decision making.</li> <li>• Collaborate creatively to identify innovative and effective solutions.</li> <li>• Embrace and leverage innovation.</li> </ul>
	Habit 7: Sharpen the Saw®	<ul style="list-style-type: none"> <li>• Build motivation, energy and work/life balance by making time for renewal activities.</li> <li>• Achieve life balance.</li> <li>• Integrate continuous improvement and learning into their lives.</li> <li>• Build capacity to practice the 7 Habits.</li> </ul>
	Living the 7 Habits	<ul style="list-style-type: none"> <li>• Identify the principles, skills and tools of effectiveness.</li> <li>• Apply the work session skills and tools to their lives after the work session.</li> </ul>