

Learn the 7 Habits of Highly Effective People

Stephen Covey's The Seven Habits of Highly Effective People is a very successful book filled with timeless ideas about the kind of attitudes that are common among individuals who exhibit the best and most efficient performances in work and life. It has been considered as a highly relevant piece of work and millions of people have put the principles to action, reaping the rewards as a result.

Here are the 7 habits and an extremely brief explanation of each. To really understand, pick up a copy of the book.

Be proactive.

Acknowledge and accept responsibility for every aspect of your life as opposed to being reactive by blaming other people or events your circumstances.

Begin with the end in mind.

Formulate your own 'personal mission statement' and set long-term goals.

Put first things first.

Prioritize, delegate and properly manage time.

Think Win/Win.

Look for solutions that will benefit all involved parties.

Seek first to understand, then to be understood.

Completely understand the person and the situation before offering advice, otherwise whatever you offer will be rejected.

Synergize.

Work with teams and learn the art of problem solving.

Sharpen the saw.

Strive for balance and constant self-improvement.