

The 7 Habits of Highly Effective People
By Stephen R. Covey

1. Be Proactive (not reactive) – II Cor. 5:9
 - a. Be a self-starter
 - b. Make things happen
 - c. Determine “your own weather”

2. Begin with the end in mind – I Peter 1:13-17 – (Personal Leadership)
A Mission Statement
 - a. Determine your paradigm (Your worldview)
 - b. Establish your destination – (goals)
 - c. Establish your intermediate objectives (sub-goals)

3. Put first things first – I Cor. 9:26-27 – (Personal Management)
 - a. Establish the Activities necessary to obtain your sub-goals and ultimately Your major goals.
 - b. Prioritize these activities
 - c. Diligently adheres to your priorities

4. Think Win/Win (or no deal) – Matt. 7:12
 - a. Establish a frame of mind and heart that constantly seeks mutual benefit in all human interactions.
 - b. Have integrity in even the smallest encounters
 - c. Balance courage and consideration
 - d. Have an “abundance mentality

5. Seek First to Understand, then to be Understood – Phil 2:3&4
 - a. Remember Communication is the most important skill in life.
 - b. Become an empathic listener (this is the key to making deposits in emotional bank accounts)
 - c. Remember – satisfied needs do not motivate
 - d. In seeking to be understood by another remember the 3 Greek words signifying what is required:
 1. Ethos – your character
 2. Pathos – your relationship
 3. Logos –your logic

6. Synergize – Rom. 12:4-31
 - a. Remember that the whole is greater than the sum of its parts (1+1=3 or 4 or 50 or 1,000) – We need each other and no one person is inherently more or less important than another.

7. Sharpen the Saw – Matt 14:10-14
 - a. Remember we need to be renewed
 1. Physically
 2. Socially/Emotionally
 3. Mentally
 4. Spiritually

The Time Management Matrix

	Urgent		Not Urgent
I M P O R T A N T	I. Activities 1. Crises 2. Pressing problems 3. Deadline –driven project		II. Activities 1. Prevention of problems 2. Relationships building 3. Recognizing new opportunities 4. Planning, recreation
N O T I M P O R T A N T	III. Activities 1. Interruptions, some calls 2. Some mail, some reports 3. Some meetings 4. Proximate, pressing matters 5. Popular activities		IV. Activities 1. Trivia, busy work 2. Some mail 3. Some phone calls 4. Time wasters 5. Pleasant matters

- I. Over-emphasis in a quadrant results in:
 - A. Quadrant I – Stress and Burnout
 - B. Quadrant III – Short term focus, crisis management, sees plans and goals as worthless, shallow or broken relationships
 - C. Quadrant III & IV – Total irresponsibility, fired from jobs
 - D. Quadrant II – vision, Perspective, balance discipline, control and few crises

