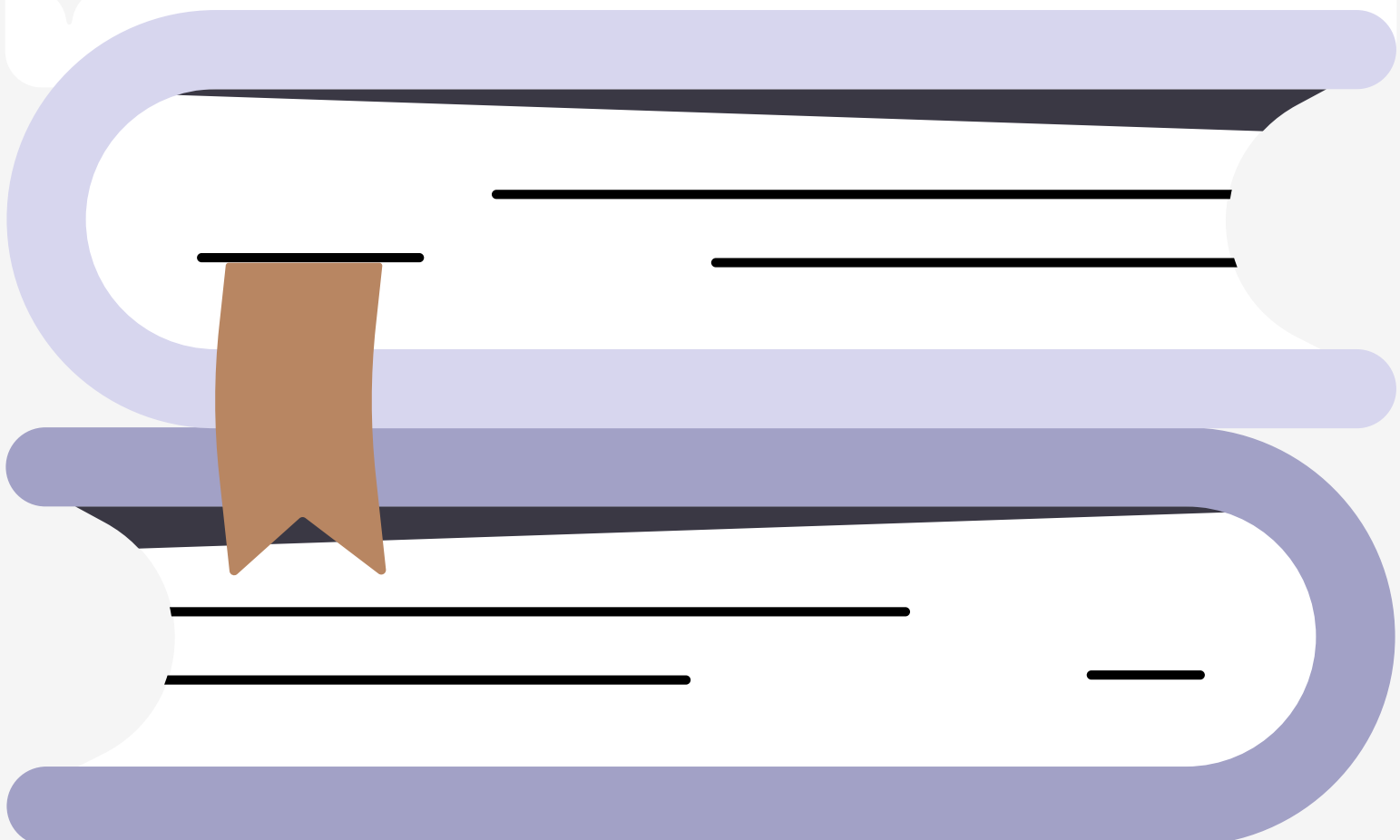


The 7 habits of highly effective people

Quick reference guide

How to use this guide

Success isn't a one-time event – it's a habit. This quick reference guide is designed to help you internalize and apply the key principles from The 7 habits of highly effective people by Stephen R. Covey. Each habit is a building block for personal and professional growth, empowering you to take control of your actions, relationships, and mindset.



Use this visual as a daily reminder:



Start small

pick one habit to focus on each week.



Apply practical actions

use the included tips to make each habit a reality.



Track your progress

reflect and refine as you grow.

Ready to level up? Let's dive into the 7 powerful habits that can transform the way you live and work!

Be proactive

- ◆ Identify reactive habits
- ◆ List three proactive actions
- ◆ Take responsibility
- ◆ Adapt or change

Begin with the end in mind

- ◆ Define your values
- ◆ Create a mission statement
- ◆ Visualize your future
- ◆ Take responsibility
- ◆ Align actions with goals

Put first things first

- ◆ Plan your week
- ◆ Set daily top three
- ◆ Block time for priorities
- ◆ Minimize distractions

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Think win-win

- ◆ Aim for a fair outcome
- ◆ Collaborate, don't compete
- ◆ Understand their needs
- ◆ Stay open-minded

Synergize

- ◆ Acknowledge your limits
- ◆ Engage with others
- ◆ Value different perspectives
- ◆ Combine strengths

Sharpen the saw

- ◆ Create a self-care ritual
- ◆ Balance all aspects of health
- ◆ Feed your mind
- ◆ Connect with others
- ◆ Reflect or meditate

Seek first to understand, then to be understood

- ◆ Listen fully
- ◆ Rephrase speaker's words
- ◆ Hold your thoughts
- ◆ Build trust



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