

7

*Habits*

*of* HIGHLY

EFFECTIVE

*Students*

*Be*

1

PROACTIVE

USE PROACTIVE LANGUAGE

FOCUS ON YOUR CIRCLE OF INFLUENCE

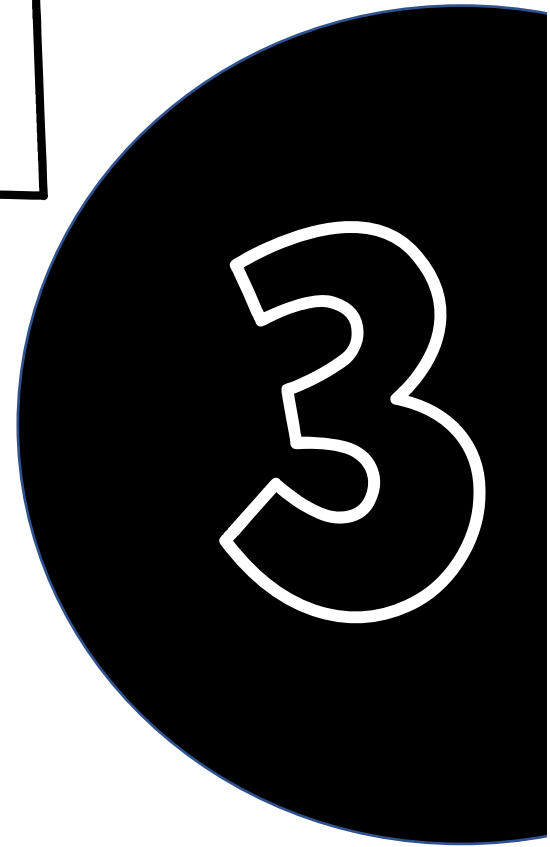
BECOME A TRANSITION PERSON

BEGIN *with*  
*the* END  
*in* MIND

2

DEFINE OUTCOMES BEFORE YOU ACT  
CREATE & LIVE FOR A PERSONAL  
MISSION STATEMENT

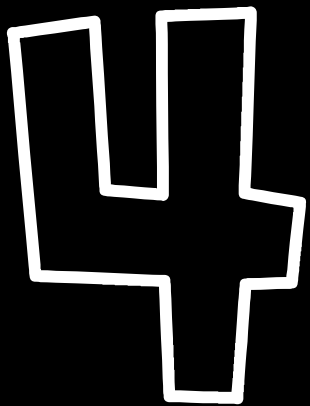
*Put* **FIRST**  
*things*  
**FIRST**



FOCUS ON YOUR HIGHEST PRIORITIES  
ELIMINATE THE UNIMPORTANT  
PLAN EVERY WEEK

# Think WIN-WIN

BUILD YOUR EMOTIONAL BANK ACCOUNT WITH OTHERS  
CONSIDER OTHER PEOPLE'S WINS  
AS WELL AS YOUR OWN  
HAVE AN ABUNDANCE MENTALITY



SEEK FIRST  
*to understand*  
THEN TO BE  
*understood*

PRACTICE EMPATHETIC LISTENING  
RESPECTFULLY SEEK TO BE UNDERSTOOD

5

# SYNERGIZE



6

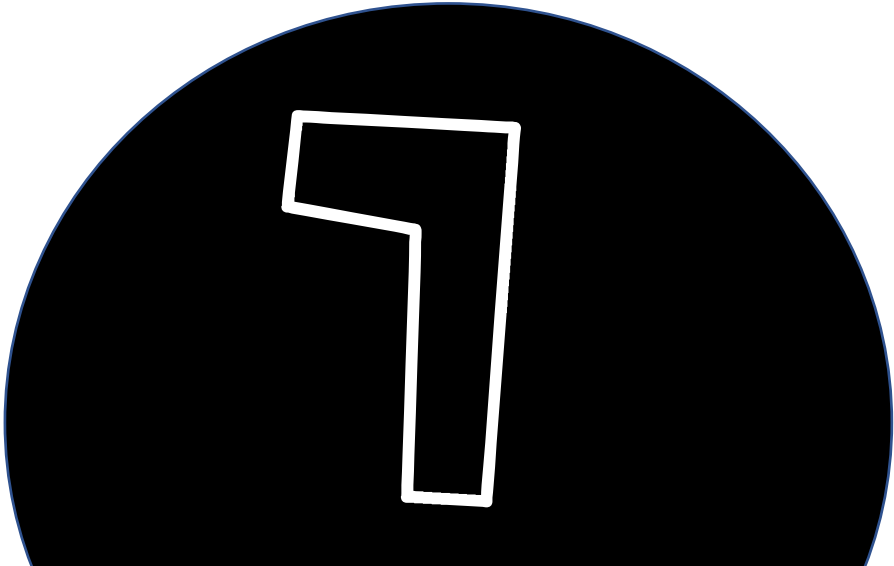
VALUE DIFFERENCES  
SEEK 3<sup>RD</sup> ALTERNATIVES

# Sharpen the SAW

ACHIEVE THE DAILY PRIVATE VICTORY

FUEL YOUR BODY

BALANCE AND REST



7