

Habit 1: Be proactive Use your resourcefulness and initiative to break the barriers to results.
Habit 2: Begin with the end in mind Make the great contribution you are capable of making.
Habit 3: Put first things first Focus on a few wildly important goals and track your progress.
Habit 4: Think win-win Make Win-Win Performance Agreements to motivate superb performance.
Habit 5: Seek first to understand, then to be understood Practice Empathic Listening and give honest, accurate feedback.
Habit 6: Synergize Always seek the Third Alternative?the truly creative solution or decision.
Habit 7: Sharpen the saw Unleash the potential of your team members by tapping the whole person.

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