



# THE 7 HABITS of Highly Effective People®

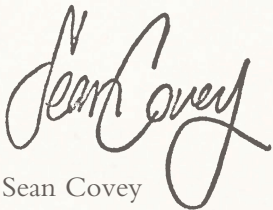
SIGNATURE EDITION 4.0

## Welcome to *The 7 Habits of Highly Effective People!*

Thank you for signing up to attend *The 7 Habits of Highly Effective People: Signature Edition 4.0* work session. You'll soon be enjoying one of the most life-transforming experiences you'll ever have. By investing yourself in this work session, you will learn the key principles of effectiveness that underlie effective, productive living. The 7 Habits are based on these principles. In addition, you'll gain the skills and tools that will enable you to *live* the 7 Habits.

People who live highly effective lives know that habitually living by a few key principles of effectiveness allows them to get the results they want in their work and personal lives over and over again.

I wish you the very best as you embark on the journey.



Sean Covey

Executive Vice President

Global Solutions and Partnerships





## How to Get the Most out of Your 7 Habits Experience

Like a warm-up before a workout, this 7 Habits Warm-Up will only take 10–15 minutes and will make an immeasurable difference in the value you get out of the work session.

There are three parts to your Warm-Up:

1. Read “The Promise” section on page 2.
2. Answer the preparation questions on page 3.
3. Involve your manager as indicated on pages 3 and 4.


Please bring these Warm-Up pages with you to the work session.

### The Promise

The 7 Habits of Highly Effective People: Signature Edition 4.0 is one of the most respected and popular learning experiences available. The work session will prepare you to live the 7 Habits. By living the 7 Habits, you will become profoundly more effective in the things that matter most to you in your work and personal life. Below is a summary of the 7 Habits and the results you can expect. Take a few moments and note which of these promises interest you the most. Mark the ones you really want to focus on.

The Habit	The Promise
Habit 1: Be Proactive® <i>The Habit of Personal Responsibility</i>	You will become the creative force of your life.
Habit 2: Begin With the End in Mind® <i>The Habit of Personal Vision</i>	You will have a clear vision of where you want to go and who you want to be.
Habit 3: Put First Things First® <i>The Habit of Personal Management</i>	You will be disciplined and get the most important things done.
Habit 4: Think Win-Win® <i>The Habit of Mutual Benefit</i>	You will build rich and rewarding relationships and partnerships.
Habit 5: Seek First to Understand, Then to Be Understood® <i>The Habit of Empathic Communication</i>	You will be able to listen and communicate effectively.
Habit 6: Synergize® <i>The Habit of Creative Cooperation</i>	You will be able solve problems and create exciting new ideas with other people.
Habit 7: Sharpen the Saw® <i>The Habit of Daily Self-Renewal</i>	You will have a balanced life and build your capacity to live the other habits.






## Preparation Questions

If you have taken or will be taking the 7 Habits Assessment, you'll answer the following questions as part of your assessment. If you are not taking the assessment, think about the promises above and answer these questions. Remember to bring either your assessment report or this page with you to the work session.

1. In which of the 7 Habits are your strengths?
2. In which habits do you feel you need to improve?
3. How do you feel others might evaluate your strengths or needed improvements in each habit? If you think they might evaluate you differently from how you evaluated yourself, what might this tell you?
4. What other thoughts or insights do you have as you think about these promises?

## Involve Your Manager

You'll get more support both before and after the work session by involving your manager in your learning. If you are completing a 360-degree assessment, you'll already be inviting your manager to provide insights about how effective you are with each of the 7 Habits. You might also want to use the following to invite additional involvement. Here's how:

- Send the email on the following page to your manager.
  - Meet with your manager to discuss the questions before attending the work session.
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## Manager's Email

(Copy and paste the text below into your email.)

To: [Manager's Name]

Subject: Help me get the most out of *The 7 Habits of Highly Effective People®: Signature Edition 4.0* work session.

I have signed up to participate in *The 7 Habits of Highly Effective People: Signature Edition 4.0* work session. You can help me get the most out of this work session by answering the questions in this email and sending it back to me.

*The 7 Habits of Highly Effective People* work session is based on Dr. Stephen R. Covey's *The 7 Habits of Highly Effective People*, one of the best-selling business books of all time. In the work session, I'll be learning how to:

- Take more responsibility for results and exercise more initiative.
- Set meaningful work goals and follow through with them.
- Get more organized by improving my planning and time-management skills.
- Make work relationships more productive through “win-win” thinking.
- Improve my listening and communication skills.
- Solve problems creatively and deal with conflict productively.
- Adopt a “continuous-improvement” mindset.

With these things in mind, please help me by answering the following questions in a reply email.

1. All things considered, what are the one or two most important things I could improve on and why?
2. Over the long term, what do you feel is the greatest contribution I can make in my current role?

Thank you for taking the time to respond to this email. If you would like to discuss your input, I'd be happy to meet with you.

[Your Name]