

Premise – True Effectiveness is achieved when you adopt a pattern of life that balances a focus on both what is produced (P) and the producing assets (PC) by applying the 7 habits

- The first three habits (**Private Victory**) – will significantly increase your self confidence;
- The next three habits (**Public Victory**) – will enable you to build & leverage relationships; and
- The 7<sup>th</sup> habit will renew the first six & will make you truly independent and capable of effective interdependence.

Please forward this summary to friends / colleagues for their private educational purposes. If you wish to stop receiving future summaries then simply press unsubscribe in the covering email or email me at [wietp@quest-worldwide.com.au](mailto:wietp@quest-worldwide.com.au).

Obviously, I still recommend that you purchase and read it plus other seminal books I've summarised, including ...

Happy reading,

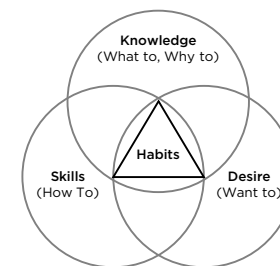
*Wiet*

**Wiet Pruijm**  
Quest Worldwide



## Habits are...

Internalised principles and patterns of behaviour



## Emotional Bank Account

A metaphor, introduced by Covey, that describes the amount of trust that's been built in a relationship...

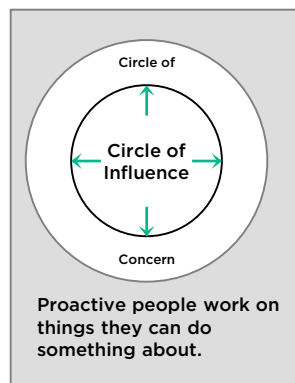
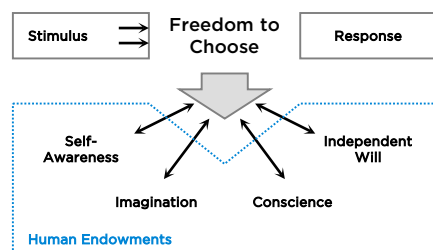
### To make a Deposit

- Understand the individual
- Attend to the "Little Things"
- Keep commitments
- Clarify expectations
- Show personal integrity
- Apologise sincerely when you make a withdrawal

With continuing expectations old deposits fade.

## 1. Be Proactive

Our behaviour is a function of our decisions, not our conditions. We have the initiative and the "response-ability" to make things happen / create circumstances...



## 2. Begin with the End in Mind

Everything is created twice. There is a mental or first creation, and a physical or second creation...

Write your own script based on your deepest values and with the correct principles that give your values meaning.

The most effective way to Begin with the End in Mind is to develop a personal mission statement. This will allow you to change and evolve whilst having the security of knowing who you are and what you value.

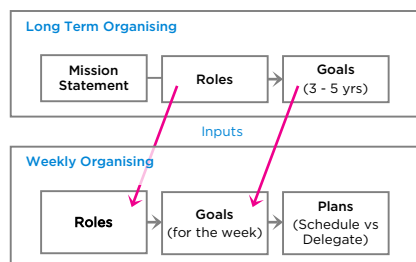
## 3. Put First Things First

It's the power to act with integrity to your pro-active first creation...

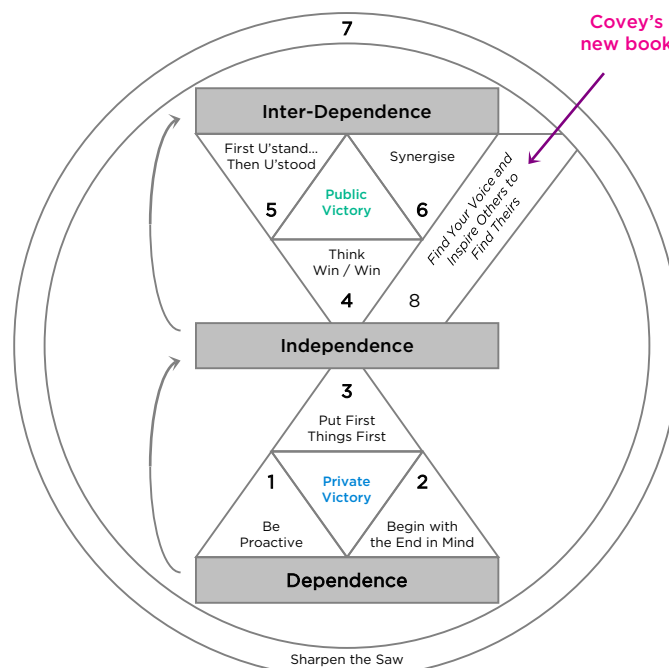
	Urgent	Not Urgent
Important	Q1	Q2 Prevention, PC Activities, Planning, Relationship Building
Non-imp	Q3	Q4

Keep P and PC in balance by focussing on the important, but not urgent, high leverage capability building activities (Q2). To get time for Q2 say NO to non-important (Q3 & Q4) activities.

Covey introduces us to weekly planning. Take your longer term aspirations and goals and translate these into weekly execution plans. Leadership decides what "First Things" are. Mgt. is discipline, carrying it out...



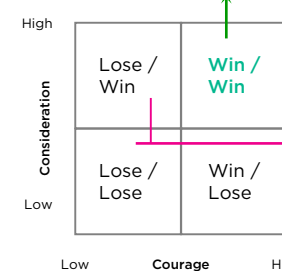
## The 7 Habits Paradigm



## 4. Think Win / Win

Win / Win Is a frame of mind and heart that constantly seeks mutual benefits in all human interactions.

Trust is the essence. Without trust we lack the credibility for open, mutual learning and communication and real creativity



**No Deal**  
If you can not come up with a synergistic solution one that is agreeable to both parties then the right choice is "No Deal". As it would be better not to deal than to live with a decision that wasn't right for us both.

**Why No Deal**  
When you have a no deal option in your mind, you feel liberated because you have no need to manipulate people, to push your own agenda. You can be open and really try to understand the deeper issues underlying the options.

## 5. Seek First to Understand... Then to be Understood

Diagnose before you prescribe...

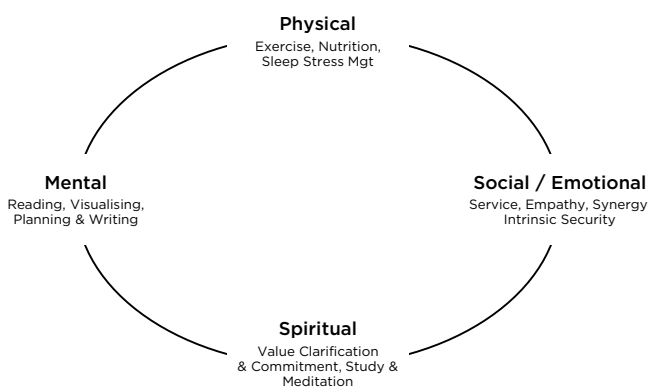
The essence of emphatic listening is not that you agree with someone; it's that you fully deeply understand that person emotionally as well as intellectually.

In emphatic listening, you listen with your ears, but you also, and more importantly, listen with your eyes and with your heart.

Public Victory

## 7. Sharpen the Saw

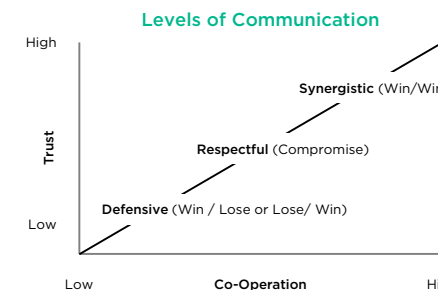
Is preserving and enhancing the greatest asset you have - you. It's renewing the four dimensions of your nature regularly, consistently, in wise balanced ways...



## 6. Synergise

1 + 1 = 3 or more. Achieved by focussing the four human endowments, the motive of win/win and the skills of emphatic communication on the challenges we face...

What results is almost miraculous. We create new alternatives. Something that was not there before. Valuing the difference is the essence of synergy - the mental, the psychological difference between people. And the key to valuing those differences is to realise that all people see the world, not as it is, but as they are.



**Right Attitude** – "If a person of your intelligence & competence & commitment disagrees with me, then there must be something to your disagreement that I do not understand, and I need to understand it."

Private Victory