

Steven Covey's 7 Habits of Highly Effective Students

- 1 -- **Be proactive:** this means acting in anticipation of future needs or problems and taking action, before the problem arises
- 2 -- **Begin with the end in mind:** think what will happen
- 3 -- **Put first things first:** set priorities
- 4 -- **Think win-win:** solve conflicts in a way that is positive for all parties -- not just you
- 5 -- **Seek first to understand then to be understood:** listen!
- 6 -- **Synergize:** this means coming together in a way that makes the whole greater than its parts
- 7 -- **Sharpen the saw:** this means staying healthy in every way, so you can be effective