

Reference: The 7 Habits Key Concepts

Use this list to help you teach the 7 Habits at a higher level.

HABIT	KEY CONCEPTS
Foundation	<ul style="list-style-type: none">• Character: The Roots of Effectiveness• Paradigms• Principles Govern• P/PC Balance• Emotional Bank Account
1 Be Proactive (You're in charge.)	<ul style="list-style-type: none">• Stop and think• Use proactive language• Circle of Influence/Circle of Concern• Being a Transition Person• Freedom to choose• Accountability for choices
2 Begin With the End in Mind (Have a plan.)	<ul style="list-style-type: none">• Mental creation precedes physical creation• Vision for the future• Mission statements• Having a plan
3 Put First Things First (Work first, then play.)	<ul style="list-style-type: none">• Prioritize to achieve goals• Say no to the unimportant• Time Matrix• Big Rocks• Plan weekly and daily

HABIT	KEY CONCEPTS
<p>4 Think Win-Win (Everyone can win.)</p>	<ul style="list-style-type: none"> • Win-win, win-lose, lose-win, lose-lose, no deal • Balance courage and consideration • Managing conflict • Win-win systems • Social responsibility
<p>5 Seek First to Understand, Then to Be Understood (Listen before you talk.)</p>	<ul style="list-style-type: none"> • Diagnose before you prescribe • Listen attentively for content • Listen empathically for feelings • Voice opinions • Present ideas clearly
<p>6 Synergize (Together is better.)</p>	<ul style="list-style-type: none"> • 1+1=3 or more • Value differences • Celebrate diversity • Seek the Third Alternative
<p>7 Sharpen the Saw (Balance feels best.)</p>	<ul style="list-style-type: none"> • The Whole-Person Paradigm • Finding balance • Sharpening your physical saw: healthy choices, hygiene • Sharpening your emotional saw: having fun, building relationships • Sharpening your mental saw: well-rounded learning • Sharpening your spiritual saw: finding meaning, quiet reflection, serving others