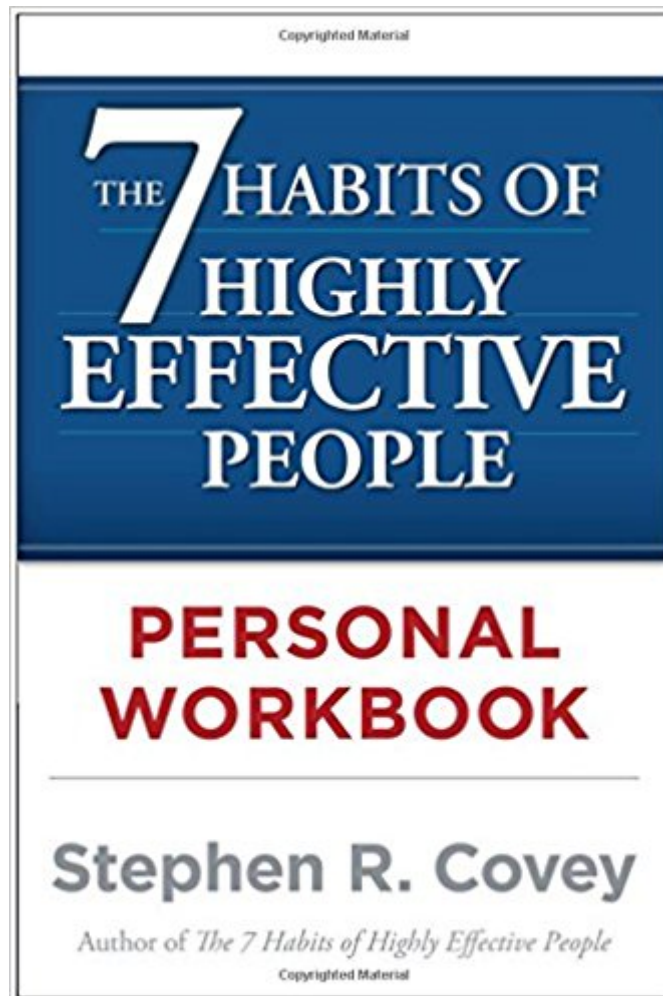




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The 7 Habits Of Highly Effective People Personal Workbook



Synopsis

Internationally renowned leadership authority and bestselling author Stephen R. Covey presents a hands-on companion to his landmark book *The 7 Habits of Highly Effective People*, which has sold more than 10 million copies and has become a touchstone for individuals, families, and businesses around the world. *The 7 Habits of Highly Effective People* took the self-help market by storm in 1990 and has enjoyed phenomenal sales ever since. The integrated, principle-centered 7 Habits philosophy has helped readers find solutions to their personal and professional problems and achieve a life characterized by fairness, integrity, honesty, and dignity. Covey's tried and true step-by-step approach is explored even more fully in this workbook, which leads readers through the 7 Habits and shows them how to put these ideas into action everyday. With the same clarity and assurance that Covey's readers have come to know and love, the workbook helps readers further understand, appreciate, and internalize the power of the 7 Habits. These engaging, in-depth exercises allow readers—both devotees and newcomers—to get their hands dirty as they develop a philosophy for success, set personal goals, and improve their relationships. The overwhelming success of Stephen R. Covey's principle-centered philosophy is a testament to the millions who have benefited from his lessons, and now, with *The 7 Habits of Highly Effective People Personal Workbook*, they can further explore and understand this tried-and-true approach. This reference offers solutions to both personal and professional problems by promoting and teaching fairness, integrity, honesty, and dignity. An engaging companion to a bestselling classic, *The 7 Habits of Highly Effective People Personal Workbook* will help readers set goals, improve relationships, and create a path to life effectiveness.

Book Information

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Customer Reviews

"The 7 Habits encompasses timeless principles that can help guide and company towards success."
(Tony Hsieh, New York Times bestselling author of Delivering Happiness and CEO of Zappos.com, Inc.)

Recognized as one of Time magazine's twenty-five most influential Americans, Stephen R. Covey (1932–2012) was an internationally respected leadership authority, family expert, teacher, organizational consultant, and author. His books have sold more than twenty-five million copies in thirty-eight languages, and The 7 Habits of Highly Effective People was named the #1 Most Influential Business Book of the Twentieth Century. After receiving an MBA from Harvard and a doctorate degree from Brigham Young University, he became the cofounder and vice chairman of FranklinCovey, a leading global training firm.

Books like Stephen Covey's 7 Habits of Highly Effective People Personal Workbook and its counterpart The 7 Habits of Highly Effective People sell for the same basic reason cookbooks or diet and exercise books do: People are eager to improve their lives. I've met several people who feel that self-improvement books are hogwash and say they don't need a book to give them motivation to do something. That's fine, and if you're one of those people, then this book isn't for you. However, if you do happen to struggle with improving certain aspects of your life, you might want to read this. And if you do read it and don't like it, what did you lose, really, except the bit of time you spent reading and the cost of the book? Essentially, this book is a kind of cognitive therapy. Cognitive therapy is a mode of therapy whose sole aim is to get a person to improve his or her stinkin' thinkin'. Any person can do that with a little reorientation regarding what's important to them, especially as these personal values turn into a real action plan. In other words, the aim is to get a person to discover what he or she values the most and then after landing on that then put those values into action in daily life, constantly renewing what was committed to. I'll state this a bit more concretely in a moment, but first let's see what Covey's actual recommendations are. The first point is that you have the choice to how you would like to respond to any event. You can choose to be angry, choose to be sad, choose to be happy, puzzled, etc., but the ultimate realization here is that between that moment when an external event occurs and your response to that external event, you can choose to respond any way you want. Now, it's true, our default settings are sometimes

overwhelming, and sometimes naturally we all feel like we can't choose how to respond to a situation because a feeling overwhelms us. But any time before you find yourselves beginning to act out one of these default responses, ask yourself if this is the only way you can respond to it and if it is the best way.

Points two and three involving keeping your endgame in mind when making plans and prioritizing activities that get you closer to your endgame. A person playing chess wants to checkmate the king. Presumably, a person doing exercise wants to get healthier (or lose weight or feel better, etc.). Think about the ends you want to put your activities toward and realize that if you are getting too concerned in life now with matters that don't matter, that is, that don't match the end-states you want to reach, then maybe you should reconsider the activities you're engaging in now to better reach those end-goals. There should be constant movement toward those ends and less time spent with distracting matters. This step, by the way, involves a lot of discernment on someone's part to find out what he or she really wants to achieve here, and, yes, is very difficult.

Fourth point: When you want to do anything together with anybody, ever, work hard to make the situation a Win-Win situation, and if you can't arrive at a Win-Win situation, then it just must be a No-Deal situation. Any given solution must be good for both parties and if it isn't then it really shouldn't be done. If an agreement is made that's not Win-Win, then one party will feel like he or she is getting the bad end of the stick.

The fifth point is more difficult than it seems, and that is engage in empathic communication with other people. This means listen first before you yourself want to be understood. To make sure you're listening well, track the other person's feelings about something and be able to rephrase what that person's concerns are as though they were your own. If you do this, then you will truly be able to understand another person better.

The sixth point is about creative cooperation, which translates to engaging in activities with other people that will not only be mutually beneficial but will arrive at a result that no one could have done alone. This could be all sorts of things: getting along well with your significant other to make the quality of both your lives better, collaborating with someone at work to do a better job on something, and those kinds of things. As for other points, this is more difficult than one would think when trying to actually make the world better for two or more people. But when implemented, it really strikes at the heart of a lot of problems, which is not making the world better by you being in it; the world should be a better place before of people.

The last and final point is balanced renewal regarding spiritual, mental, social, and emotional priorities. Everyone should be doing something every day to make these priorities a way of life, and that involves the real grind of life. With this last point, I'll be able to give you a practical example of all the points through sharing something personal. Here goes. Because I realize I can choose what to be concerned about (point 1), I check my anger and frustration and

negative emotions. By doing so, I can spend more of my time and energy thinking about what I want to accomplish (2), which is going back to school to pursue clinical psychology with the hopes of one day being a working therapist. So now I prioritize (3) what I need to do to accomplish that goal, namely by taking classes and reading about the field and workplace of clinical psychologists. I plan to move back to the U.S. with my significant other, and we both talked about and understand that to make our relationship work we will need to be together there, and she wants to be in the U.S. and I want her to be there while I pursue my studies (4). I have asked her about her concerns (5) and must take them into account in my decision making. We plan to work together (6) while we are there professionally to have dual incomes, and I and she will also continue to do what we will do to make ourselves happier and healthier people (the final point 7). This is way too long and all just to say I'd recommend this book, and the counterpart *The 7 Habits of Highly Effective People*. It's really helped me to be less of a lazy slub and more of a productive, thoughtful person. I hope it would help some of you too.

Every manager should recommend this book to your subordinates. Understanding these simple principles will make your success easier. Covey lays out very practical skills that are useful for everyone from High School graduates, to top level managers. This is a must read for anyone who has to deal with people.

This is a wonderful book that I feel everyone should read. After being "forced" to read it for a class, I fell in love. I liked it so much that I have bought it for a gift a couple of times and have also made my husband read it. Truly a life changing book.

I am listening to this book now for the third time and got the workbook to start taking it to the next level of actually learning and using all the great points made. This book is a treasure of wisdom, the work of a god centered man studying the practical ways through hundreds of other personal productivity books of becoming a more godly man. It is our natural, inborn desire to be the best we can be but getting there has not been part of our culture. Our culture is to do the easy thing, the independence level that Covey is talking about is pretty much the highest level most people are striving for. The greatest thing you can learn from this book is the emphasis on interdependence and the value of you becoming an active and dynamic contributor of things larger than yourself. I love the way he describes the value of you as a parent and how to help your kids in the best possible way to become great people as well. This is totally utopian for me and I am thinking,

talking, teaching and organizing to use this to accelerate my life and inspire that same effect in the lives of the people around me. This is the practical way to achieve dreams, this is what serious churches need to help their people enhance their relationships to the level their religious books are talking and teaching about.

I have lived my life according to the 7 Habits since I first learned them in 1995 and what a difference it has made. I consider these principles as foundational guidelines for truly effective living. The exercises in this book help drive the habits home so that they become an active part of your life, rather than an academic exercise.

I read The Seven Habits of Highly Effective Teens when I was young, but it didn't really stick. This workbook is pretty helpful. Even if you don't write it down... and I hate writing in books so I just took the time to reflect and make notes in a little notebook I have. I have lessons from this book written on post-it notes all over my desk at work. I think it's worked in making me a more effective person!

possibly the best Personal development book of all time. It falls in the top 5. If you have never read a book on Personal Development this is a great first read. it is designed to help you find YOUR path in life. it will require you to re read it frequently and may overwhelm you at first with the mental exercise it starts you on if you have never done it before but if you need help there is a work book to make it very manageable. I run a company and have all my team members read it and my wife and i are now working on teaching our children while they are young the principles in this book. I love COVEY.

Great companion to his kids 7 habits book. Our school district uses Sean Covey to teach leadership skills to students.

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