

## **7 Habits**

### **Habit 1 – Be Proactive**

Have a can-do attitude, I choose my actions, and moods

### **Habit 2 – Begin with the End in Mind**

Plan ahead and set goals

### **Habit 3 – Put First things First**

Work first, then play. Be organized

### **Habit 4 – Think Win-Win**

We can all win. Work to achieve a solution that helps everyone.

### **Habit 5 – Seek First to Understand, then be Understood**

Listen to other people's ideas and feelings

### **Habit 6 – Synergize**

“2 heads are better than one”

Value others strengths and learn from them

### **Habit 7 – Sharpen the Saw**

Balance is best. Care for yourself by eating right, exercising, and getting rest.