

THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE	EXPLANATION	COMMENT
Be proactive	Leaders must work to improve matters and increase their influence – not just sit and wait for things to happen.	See section 6.1 on leadership.
Start with the end in mind	Leaders must make clear what the goal is and then work to achieve this goal. They must evaluate their own efforts and adjust the course and the resources if things do not go as they should.	See, for example, section 10.3 on the strategy process.
Put first things first	Leaders need to spend time on what is important and avoid wasting time.	See the section about Eisenhower's Matrix later in this chapter.
Sharpen the saw	Leaders are human beings, and people need rest, both physically and mentally. The leader must live a healthy life in balance.	See section 4.5 on work psychology.
Think win-win	Leaders have to solve conflicts in such a way that no one loses, but everyone must – to the broadest extent – have something to build on.	See section 5.7 on conflicts.
Seek first to understand then try to be understood	The leader must listen and understand before she/he provides her/his own opinion and solution.	See section 9.1 on communication.
Synergise	The leader must work to achieve synergy, for example, by getting teamwork to function.	See, for example, section 10.3 on the strategy process.

FIGURE 6.7  
Stephen Covey's 7 good habits.