

Stephen Covey's take on Leadership  
**The 7 Habits of Highly Effective People**  
*...and the 8<sup>th</sup> habit too*

**1) Be proactive**

Take charge of your life, don't just sit around, make things happen, NOT reactive

**2) Begin with the end in mind**

think about your goals and what you want to achieve

**3) Put first things first**

Do the most important things first, triage

**4) Think win-win**

In all situations think about the benefits for all, be kind and unselfish

**5) Seek first to understand, then to be understood**

We all come from different backgrounds, so it is important to be aware of that

**6) Synergize**

Two heads are better than one, work together and not against each other

**7) Sharpen the saw**

Continue to learn and make yourself better, take breaks when you need them

**8) Find your voice**

Be who YOU are, not what others may want you to be