

# The 7 Habits® Tree

AND REMEMBER TO  
TAKE CARE OF YOURSELF

**Habit 7**

**SHARPEN THE SAW®**  
Balance Feels Best

THEN PLAY WELL  
WITH OTHERS

**Habit 6**

**SYNERGIZE®**  
Together Is Better

**Habit 5**

**SEEK FIRST TO UNDERSTAND,  
THEN TO BE UNDERSTOOD®**  
Listen Before You Talk

**Habit 4**

**THINK WIN-WIN®**  
Everyone Can Win

START WITH YOU

**Habit 3**

**PUT FIRST THINGS FIRST®**  
Work First, Then Play

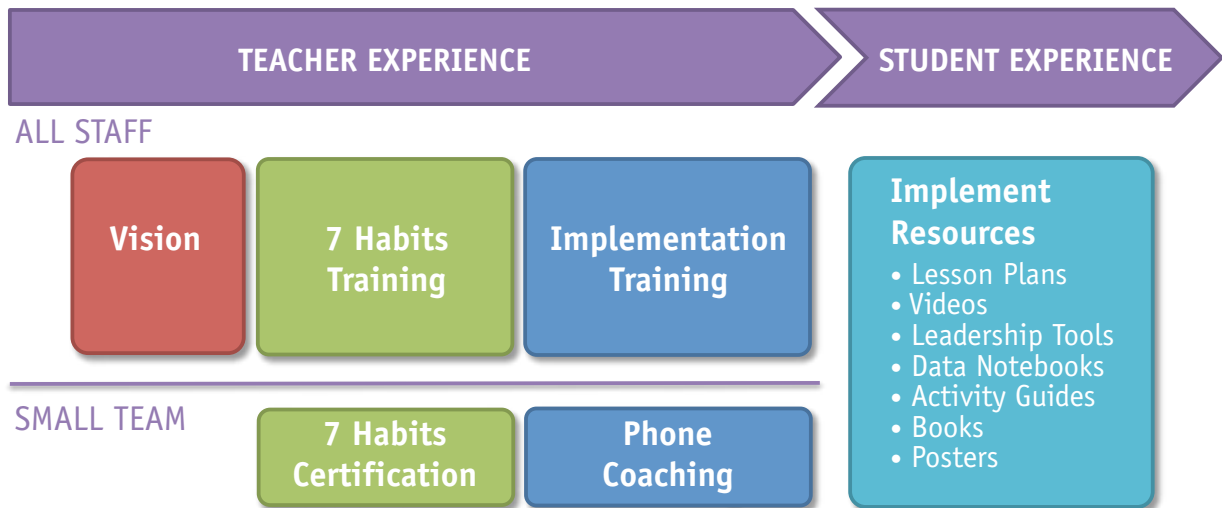
**Habit 2**

**BEGIN WITH  
THE END IN MIND®**  
Have a Plan

**Habit 1**

**BE PROACTIVE®**  
You're in Charge





What Parents and Business Leaders Want	21st Century Life Skills	The 7 Habits of Highly Effective People®
<b>INDEPENDENCE</b>		<i>Habits 1–3</i>
<ul style="list-style-type: none"> <li>• Goal setting</li> <li>• Organization</li> <li>• Time management</li> <li>• Planning</li> </ul>	<ul style="list-style-type: none"> <li>• Initiative</li> <li>• Responsibility</li> <li>• Self-direction</li> <li>• Personal productivity</li> </ul>	<ul style="list-style-type: none"> <li>• Be Proactive®</li> <li>• Begin With the End in Mind®</li> <li>• Put First Things First®</li> </ul>
<b>INTERDEPENDENCE</b>		<i>Habits 4–6</i>
<ul style="list-style-type: none"> <li>• Teamwork</li> <li>• Conflict management</li> <li>• Creativity</li> <li>• Analytical skills</li> </ul>	<ul style="list-style-type: none"> <li>• Problem solving</li> <li>• Communication</li> <li>• Collaboration</li> <li>• Cross-cultural skills</li> </ul>	<ul style="list-style-type: none"> <li>• Think Win-Win®</li> <li>• Seek First to Understand, Then to Be Understood®</li> <li>• Synergize®</li> </ul>
<b>RENEWAL</b>		<i>Habit 7</i>
<ul style="list-style-type: none"> <li>• Fun</li> <li>• Desire to learn</li> <li>• Good health and hygiene</li> </ul>	<ul style="list-style-type: none"> <li>• Meaningful work</li> <li>• Emotional stability</li> <li>• Technical skills</li> </ul>	<ul style="list-style-type: none"> <li>• Sharpen the Saw® (Body, Heart, Mind, Spirit)</li> </ul>

“Leadership is communicating people’s worth and potential so clearly that they are inspired to see it in themselves.”

—Stephen R. Covey