

One-Day Outline

	HABIT	PARTICIPANTS WILL BE ABLE TO:
MORNING	Introduction	<ul style="list-style-type: none"> Identify interdependence as a key element of effectiveness. Assess their paradigms, and adopt paradigms of effectiveness. Identify areas of their work and personal lives in which they can apply the 7 Habits.
	Habit 1: Be Proactive®	<ul style="list-style-type: none"> Take the initiative to focus on things they can influence, instead of things they cannot. Be responsible and accountable for their choices, moods, and actions. Respond proactively in stressful or difficult situations. Use positive, proactive language. Identify things they can control and influence when dealing with problems and challenges.
	Habit 2: Begin With the End in Mind®	<ul style="list-style-type: none"> Define their personal vision and values. Create a Personal Mission Statement. Align personal and work goals to their most important priorities. Focus on desired outcomes in work and life.
	Habit 3: Put First Things First®	<ul style="list-style-type: none"> Prioritize and achieve their most important goals, instead of constantly reacting to urgencies. Eliminate low priorities and time-wasters. Plan every week. Use planning tools effectively. Use effective time-management skills.
AFTERNOON	Habit 4: Think Win-Win®	<ul style="list-style-type: none"> Collaborate more effectively by building relationships of trust and mutual benefit. Build an Emotional Bank Account with others. Identify wins for all parties in situations of conflict.
	Habit 5: Seek First to Understand, Then to Be Understood®	<ul style="list-style-type: none"> Influence others by developing a deeper understanding of their needs and perspectives. Apply effective listening skills. Communicate viewpoints effectively. Give and receive input and feedback productively. Apply effective communication skills to the digital world.
	Habit 6: Synergize®	<ul style="list-style-type: none"> Leverage and build on diverse strengths. Approach problems and opportunities with creative collaboration. Embrace and leverage innovation.
	Habit 7: Sharpen the Saw®	<ul style="list-style-type: none"> Build motivation, energy, and work/life balance by making time for renewal activities. Integrate continuous improvement and learning into their lives. Build capacity to practice the 7 Habits. Apply the work-session skills and tools to their lives after the work session.