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Stephen Covey's *The 7 Habits of Highly Effective People* took the self-help market by storm in 1990 and has enjoyed phenomenal sales ever since with over 15 million copies in print the book has become a classic now a touchstone for millions of individuals as well as for families and businesses the integrated principle-centered 7 habits philosophy has helped readers find solutions to their personal and professional problems and achieve a life characterized by fairness integrity honesty and dignity Covey's tried and true step-by-step approach can now be even more thoroughly explored in this new workbook with the same clarity and assurance that Covey's readers have come to know and love the workbook helps readers further understand appreciate and internalize the power of the 7 habits these engaging in-depth exercises allow readers both devotees and newcomers to get their hands dirty as they develop a philosophy for success set personal goals and improve their relationships

a leading management consultant outlines seven organizational rules for improving effectiveness and increasing productivity at work and at home

the seven habits are be proactive begin with the end in mind put first things first think win-win seek first to understand then to be understood synergize sharpen the saw

*The 7 Habits of Highly Effective People* by Stephen R. Covey summary analysis preview the 7 habits of highly effective people is a self-help book that outlines seven skills to develop in order to increase efficiency and have more rewarding interpersonal relationships living according to the seven habits requires paradigm shifts that allow an individual to become flexible enough to change one is the shift in associations when considering independence and interdependence independence which is more valued by contemporary personality-driven trends can cause problematic isolation and stifle cooperation interdependence describes a healthier approach that enables teamwork the seven habits also require an understanding of the difference between production or results and production capacity the processes that generate the results neither of which can be prioritized at the cost of the other the first three habits relate to private victories first people should restrict their efforts to the things that they can actually influence and not waste energy on things that cause worry but cannot be

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