

## Habits of Highly Efficient People

**Length:** 1/2 Day

**Summary:** This short course is to provide you with a quick overview of the Stephen Covey's "7 Habits of Highly Effective People". This overview will enhance your ability to incorporate the 7 Habits into your life.

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### COURSE CONTENT

1. **Develop A Personal Mission Statement As A Foundation For "Being Proactive" And "Beginning With The End In Mind"**
2. **Use Your Calendar As A Foundation For Applying "First Things First" To Your Life.**
3. **Use Time Management Concepts To Make The First 3 Habits Work For You**
4. **Use Team Thinking And Evaluation Concepts As A Foundation For "Think Win-Win"**
5. **Learn Questioning And Listening Skills As A Foundation For "Seek First To Understand"**
6. **Work A Large Group Simulation As A Foundation For "Synergizing" And Wrapping The First 6 Habits Together.**
7. **Improve Your Skills By Integrating These Practices Into Your Life.**