

# The 7 Habits of Highly Effective People



## Classes Are Held Weekly.

In order to attend a class you must show up to an orientation. Orientations are held every Monday at 11 a.m. at the AZCG office.

## AZ Common Ground

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### Independence

#### 1 - Be Proactive

Roles and relationships in life.

#### 2 - Begin with the End in Mind.

Envision what you want in the future so that you know concretely what to make a reality.

#### 3 - Put First Things First

A manager must manage his own person, personally and managers should implement activities that aim to reach the second habit. Covey says that rule two is the mental creation; rule three is the physical creation.

### Interdependence

#### 4 - Think Win-Win

Genuine feelings for mutually beneficial solutions or agreements in your relationships. Value and respect people by understanding a "win" for all is ultimately a better long-term resolution than if only one person in the situation had gotten his way.

#### 5 - Seek First to Understand, Then to be Understood.

Use empathic listening to be genuinely influenced by a person, which compels them to reciprocate the listening and take an open mind to being influenced by you. This creates an atmosphere of caring, and positive problem solving.

#### 6 - Synergize

### Continuous Improvements

#### 7 - Sharpen the Saw

Balance and renew your resources, energy, and health to create a sustainable, long-term, effective lifestyle. It primarily emphasizes exercise for physical renewal, prayer (meditation, yoga, etc.) and good reading for mental renewal. It also mentions service to society for spiritual renewal.

