



## *The 7 Habits of Highly Effective People Signature Program*

### **Welcome to *The 7 Habits of Highly Effective People!***

Thank you for signing up to attend the *7 Habits of Highly Effective People Signature Program*. You'll soon be enjoying one of the most life-transforming experiences you'll ever have. By investing yourself in this program, you'll learn the key principles that deeply underlie effective, productive living. The 7 Habits are based on these principles.

When Albert Einstein saw the needle of a compass at the age of four, he understood that there had to be "something behind things, something deeply hidden." This pertains to every realm of life. The principles that drive the compass also drive the results we get in life.

Highly effective people understand this. They practice the 7 Habits consistently. They understand that habitually living by a few key principles of effectiveness leads to superb results at work, at home, and in life as a whole.

I wish you the very best as you embark on the journey.

A handwritten signature in black ink that reads 'Sean Covey'. The signature is fluid and cursive, with a large, sweeping 'S' and 'C'.

Sean Covey  
Executive Vice President  
Global Solutions and Partnerships

### **How to Get the Most Out of Your 7 Habits Experience**

Like a warm-up before a workout, this 7 Habits Warm-Up will only take 10–15 minutes, and will make a huge difference in the value you get out of the program.

To complete your Warm-Up, please do these things:

1. Read "The Promise" section on page 2
2. Answer the preparation questions on page 3
3. Involve your manager as indicated on pages 3 and 4

Please bring these Warm-Up pages with you to the program.

## Read “The Promise”

The 7 Habits of Highly Effective People Signature Program is one of the most respected and popular learning experiences available. These habits will have a significant and positive impact on your life. Below is a summary of the 7 Habits and the results you can expect. Take a few moments and note which of these promises interests you most. Mark the ones you really want to focus on.

L'HABITUDE	LA PROMESSE
Habit 1: Be Proactive <i>The Habit of Choice</i>	<ul style="list-style-type: none"> <li>You'll find out how to take charge of your own future.</li> <li>You'll increase your influence at work and in your life.</li> </ul>
Habit 2: Begin With the End in Mind <i>The Habit of Vision</i>	<ul style="list-style-type: none"> <li>You'll do the things and achieve the goals you've always wanted to.</li> <li>You'll have a greater sense of purpose and fulfillment in your work and in your life.</li> </ul>
Habit 3: Put First Things First <i>The Habit of Integrity and Execution</i>	<ul style="list-style-type: none"> <li>You'll be less crisis-driven and more in control of your life and your time.</li> <li>You'll enjoy more life balance and peace of mind.</li> </ul>
Habit 4: Think Win-Win <i>The Habit of Mutual Benefit</i>	<ul style="list-style-type: none"> <li>You'll build dramatically stronger and more productive relationships.</li> <li>You'll discover ways to solve problems and build relationships at the same time.</li> </ul>
Habit 5: Seek First to Understand, Then to Be Understood <i>The Habit of Mutual Understanding</i>	<ul style="list-style-type: none"> <li>You'll grow in understanding of the most important people in your life.</li> <li>You'll improve your ability to communicate effectively.</li> </ul>
Habit 6: Synergize <i>The Habit of Creative Cooperation</i>	<ul style="list-style-type: none"> <li>You'll be able to deal more productively with conflict.</li> <li>You'll be able to find strikingly creative solutions to problems and opportunities.</li> </ul>
Habit 7: Sharpen the Saw <i>The Habit of Renewal</i>	<ul style="list-style-type: none"> <li>You'll find yourself growing and improving, feeling better, and living a more purposeful life.</li> <li>You'll have greater work and life balance.</li> </ul>

## Answer the Preparation Questions

With those promises in mind, think about the following questions and write your answers below. Please bring this page with you to the program.

1. Where would I really like to become more effective in my life (e.g., relationships, projects, goals I'm working on)?
2. What long-term contribution would I really like to make in my current role at work?
3. What is the most significant thing I could do in my work that, if done consistently, would have the most positive impact?
4. What is the most significant thing I could do in my personal life that, if done consistently, would have the most positive impact?

## Involve Your Manager

By involving your manager in your learning, you'll get more support both before and after the program. Here's how:

- Send the e-mail on the following page to your manager.
- Meet with your manager to discuss the questions before attending the program.

## Manager's E-Mail

(Use the text selection tool to copy and paste the text below into your email program.)

**To:** [manager's name]

**Subject:** Help me get the most out of The 7 Habits of Highly Effective People Signature Program

I have signed up to participate in The 7 Habits of Highly Effective People Signature Program. You can help me get the most out of this program by answering the questions in this e-mail and sending it back to me.

Just a little orientation: The 7 Habits Signature Program is based on Dr. Stephen R. Covey's The 7 Habits of Highly Effective People, one of the bestselling business books of all time. In this program, I'll be learning how to:

- Take more responsibility for results and exercise more initiative
- Set meaningful work goals and follow through with them
- Get more organized by improving my planning and time-management skills
- Make work relationships more productive through "win-win" thinking
- Improve my listening and communication skills
- Solve problems creatively and deal with conflict productively
- Adopt a "continuous-improvement mindset" and improve my work/life balance

With these goals in mind, please help me by typing your answers under the following questions and returning this e-mail to me.

1. All things considered, what are the one or two most important things I could improve on and why?
2. Over the long term, what do you feel is the greatest contribution I could make in my current role?

Thank you for taking the time to respond to this e-mail. If you would like to discuss your input, I'd be happy to meet with you.

[Your Name]