

THE 7 HABITS of Highly Effective People®

SIGNATURE EDITION 4.0

The 7 Habits Assessment

Report for: Sample2 Report2

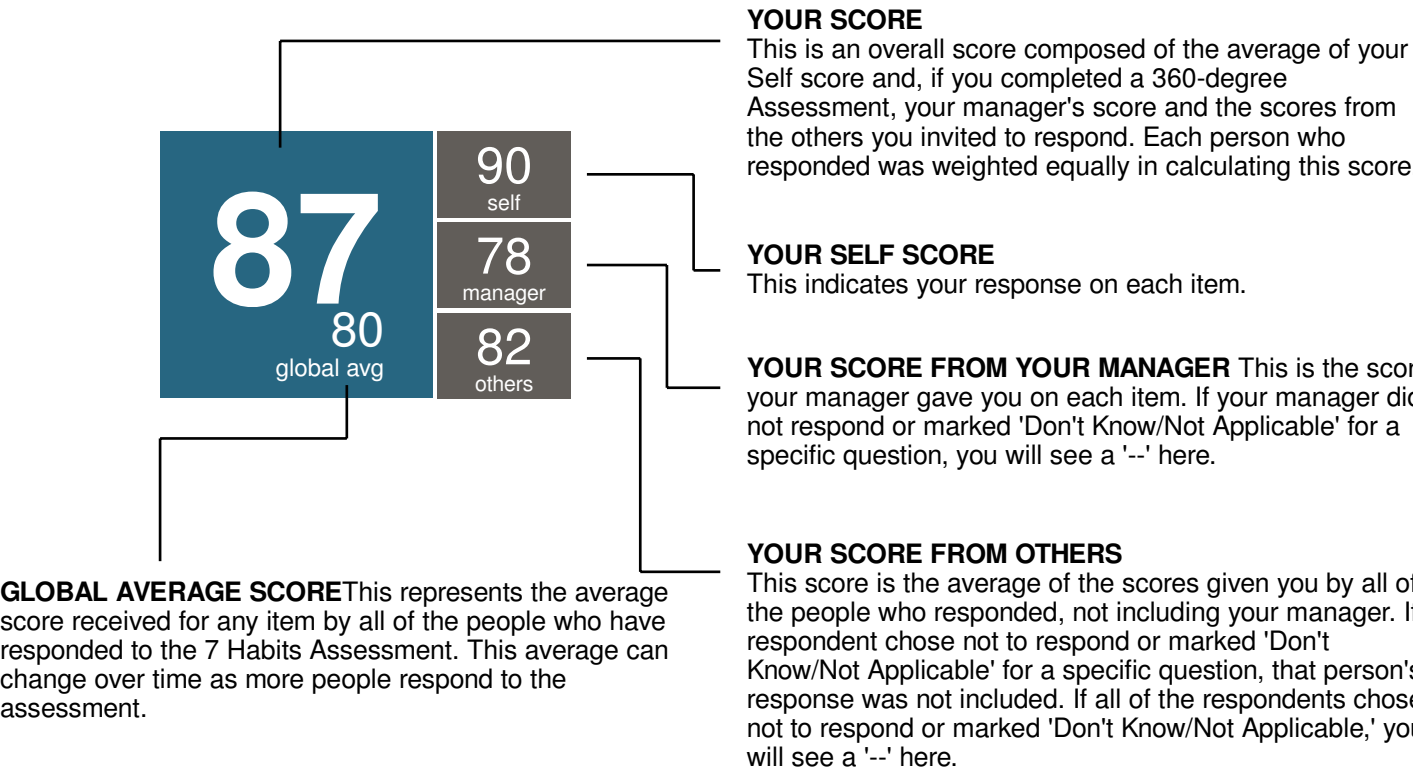
Workshop Date: ~

Date Printed: July 07, 2025

Congratulations on taking the 7 Habits Assessment. This assessment is designed to help you become more effective in your work and personal life. We encourage you to review the report carefully and analyze where you are most effective and where you need to improve.

UNDERSTANDING YOUR SCORE

This assessment contains scores from several different sources. Taken together, they can help you build a more complete picture of how you currently live the 7 Habits. The scoring box explained below is used throughout the assessment. All of the scores shown in the box are out of 100 points. Here is what each of the scores means:



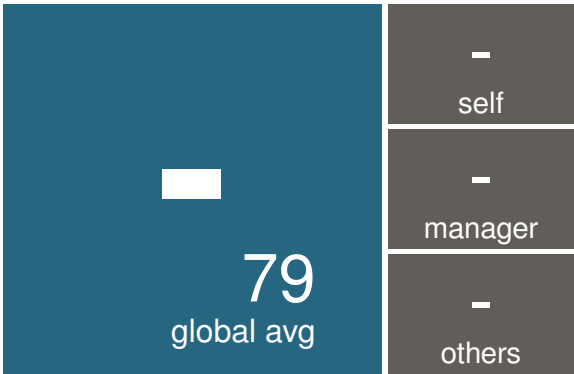
MAKING THE MOST OF THIS ASSESSMENT

- Recognize that you have the freedom to choose your response to this feedback.
- Focus on positive points as well as areas of needed improvement. Don't let negative results dominate your attention.
- Look for general themes. First, review the overall results, then examine the details.
- Take a balanced view. Straight feedback is a priceless gift. Don't spend time guessing who gave you low scores or expressing hostility toward people who responded. Thank them for taking the time to give you feedback, then use the data in a balanced way to improve your effectiveness.
- Don't make an action plan now. During your 7 Habits work session, you will review this data and incorporate it into a plan to improve your effectiveness.
- After you've reviewed all of the feedback, take a few minutes to answer the questions on the final page of the assessment.

Please bring this document with you to your 7 Habits work session.

YOUR OVERALL SCORE

Simply put, this score is a snapshot of your overall effectiveness. It is the average of all the scores for every question from every respondent.

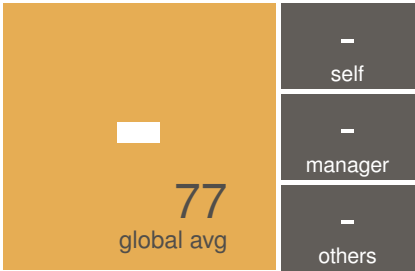


Respondents:

The number of people in each category who responded to your Assessment:

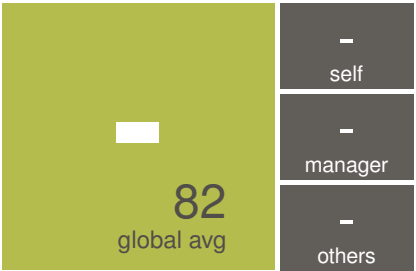
self: 0 manager: 0 others: 0

YOUR PRIVATE VICTORY® SCORE



The Private Victory is Habits 1, 2, and 3. It is the foundation of self-mastery and self-discipline on which true effectiveness is built. This score is the average of all the scores from all the respondents for questions in Habits 1, 2, and 3. Scores for questions and habits included in the Private Victory are in orange boxes.

YOUR PUBLIC VICTORY® SCORE

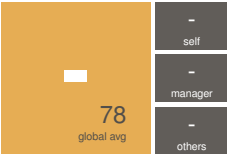


The Public Victory is Habits 4, 5, and 6. It is the ability to develop deep, rich, meaningful relationships with others. This score is the average of all the scores from all the respondents for questions from the Emotional Bank Account and Habits 4, 5, and 6. Scores for questions and habits included in the Public Victory are in green boxes.

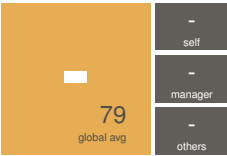
Note: Some questions on the survey were stated in the negative and "reverse scored," meaning that "Strongly Disagree" represented the most effective answer and received a higher score. In this report, those questions are marked as "(Reverse scored)."

Here are your scores for each of the habits and the Emotional Bank Account. You'll learn more about each of these in your 7 Habits work session. Scores for questions and habits in the Private Victory are in orange boxes. Scores for the Public Victory are in green boxes. Scores for questions in Habit 7: Sharpen the Saw are in blue boxes. Scores for questions in the Emotional Bank Account are in grey boxes.

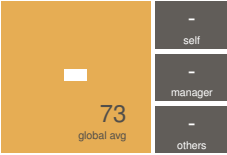
HABIT 1: Be Proactive



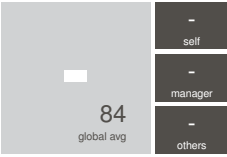
HABIT 2: Begin With the End in Mind



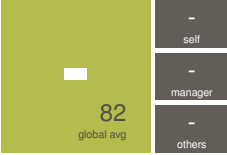
HABIT 3: Put First Things First



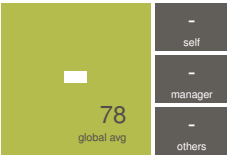
EBA Emotional Bank Account



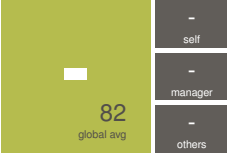
HABIT 4: Think Win-Win



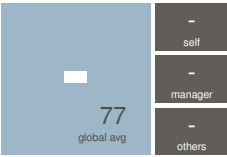
HABIT 5: Seek First to Understand, Then to Be Understood



HABIT 6: Synergize



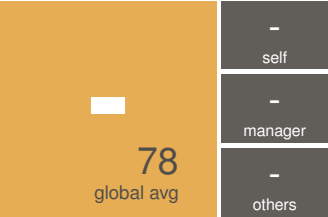
HABIT 7: Sharpen the Saw



TOP 10 AND BOTTOM 10

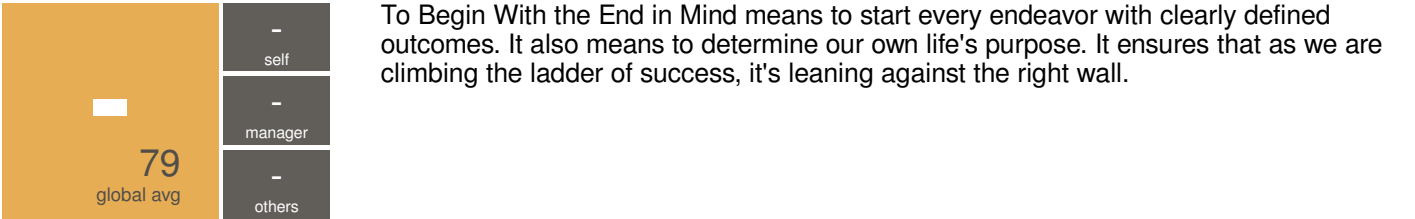
TOP 10 QUESTIONS

BOTTOM 10 QUESTIONS



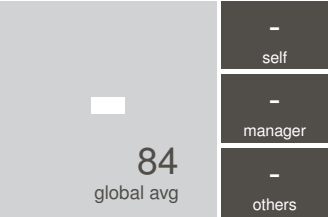
Proactivity means that, as human beings, we are responsible for our own lives. Our behavior is a function of our own conscious choice, based on principles, rather than a product of our conditions, based on feelings.

1) I work to solve problems rather than avoiding them.	<table border="1"><thead><tr><th>Category</th><th>Score</th></tr></thead><tbody><tr><td>Global Avg</td><td>87</td></tr><tr><td>Self</td><td>-</td></tr><tr><td>Manager</td><td>-</td></tr><tr><td>Others</td><td>-</td></tr></tbody></table>	Category	Score	Global Avg	87	Self	-	Manager	-	Others	-
Category	Score										
Global Avg	87										
Self	-										
Manager	-										
Others	-										
2) I find it hard to maintain self-control, especially in difficult or emotional circumstances. (Reverse scored)	<table border="1"><thead><tr><th>Category</th><th>Score</th></tr></thead><tbody><tr><td>Global Avg</td><td>70</td></tr><tr><td>Self</td><td>-</td></tr><tr><td>Manager</td><td>-</td></tr><tr><td>Others</td><td>-</td></tr></tbody></table>	Category	Score	Global Avg	70	Self	-	Manager	-	Others	-
Category	Score										
Global Avg	70										
Self	-										
Manager	-										
Others	-										
3) I accept responsibility for my actions rather than making excuses.	<table border="1"><thead><tr><th>Category</th><th>Score</th></tr></thead><tbody><tr><td>Global Avg</td><td>89</td></tr><tr><td>Self</td><td>-</td></tr><tr><td>Manager</td><td>-</td></tr><tr><td>Others</td><td>-</td></tr></tbody></table>	Category	Score	Global Avg	89	Self	-	Manager	-	Others	-
Category	Score										
Global Avg	89										
Self	-										
Manager	-										
Others	-										
4) I often feel anxious about things I have no control over. (Reverse scored)	<table border="1"><thead><tr><th>Category</th><th>Score</th></tr></thead><tbody><tr><td>Global Avg</td><td>55</td></tr><tr><td>Self</td><td>-</td></tr><tr><td>Manager</td><td>-</td></tr><tr><td>Others</td><td>-</td></tr></tbody></table>	Category	Score	Global Avg	55	Self	-	Manager	-	Others	-
Category	Score										
Global Avg	55										
Self	-										
Manager	-										
Others	-										
5) I don't let outside circumstances or other people dictate my attitude or behavior.	<table border="1"><thead><tr><th>Category</th><th>Score</th></tr></thead><tbody><tr><td>Global Avg</td><td>66</td></tr><tr><td>Self</td><td>-</td></tr><tr><td>Manager</td><td>-</td></tr><tr><td>Others</td><td>-</td></tr></tbody></table>	Category	Score	Global Avg	66	Self	-	Manager	-	Others	-
Category	Score										
Global Avg	66										
Self	-										
Manager	-										
Others	-										
6) I feel like my life is out of my control, and I have little say in how things will work out. (Reverse scored)	<table border="1"><thead><tr><th>Category</th><th>Score</th></tr></thead><tbody><tr><td>Global Avg</td><td>78</td></tr><tr><td>Self</td><td>-</td></tr><tr><td>Manager</td><td>-</td></tr><tr><td>Others</td><td>-</td></tr></tbody></table>	Category	Score	Global Avg	78	Self	-	Manager	-	Others	-
Category	Score										
Global Avg	78										
Self	-										
Manager	-										
Others	-										
7) I take initiative to get things done.	<table border="1"><thead><tr><th>Category</th><th>Score</th></tr></thead><tbody><tr><td>Global Avg</td><td>90</td></tr><tr><td>Self</td><td>-</td></tr><tr><td>Manager</td><td>-</td></tr><tr><td>Others</td><td>-</td></tr></tbody></table>	Category	Score	Global Avg	90	Self	-	Manager	-	Others	-
Category	Score										
Global Avg	90										
Self	-										
Manager	-										
Others	-										
8) I sometimes treat others poorly because of negative experiences in my past. (Reverse scored)	<table border="1"><thead><tr><th>Category</th><th>Score</th></tr></thead><tbody><tr><td>Global Avg</td><td>87</td></tr><tr><td>Self</td><td>-</td></tr><tr><td>Manager</td><td>-</td></tr><tr><td>Others</td><td>-</td></tr></tbody></table>	Category	Score	Global Avg	87	Self	-	Manager	-	Others	-
Category	Score										
Global Avg	87										
Self	-										
Manager	-										
Others	-										



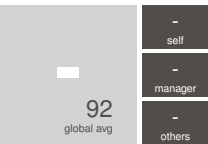
9) I have a clear agenda when conducting meetings.	<div><div></div><div>81</div><div>global avg</div></div> <div><div>-</div><div>self</div><div>-</div><div>manager</div><div>-</div><div>others</div></div>
10) I rarely begin projects with a clear understanding of desired results. (Reverse scored)	<div><div></div><div>63</div><div>global avg</div></div> <div><div>-</div><div>self</div><div>-</div><div>manager</div><div>-</div><div>others</div></div>
11) I set clear expectations with individuals when assigning tasks.	<div><div></div><div>78</div><div>global avg</div></div> <div><div>-</div><div>self</div><div>-</div><div>manager</div><div>-</div><div>others</div></div>
12) I wish I had a greater sense of direction in life. (Reverse scored)	<div><div></div><div>73</div><div>global avg</div></div> <div><div>-</div><div>self</div><div>-</div><div>manager</div><div>-</div><div>others</div></div>
13) I don't know what contribution I want to make in my current work role. (Reverse scored)	<div><div></div><div>82</div><div>global avg</div></div> <div><div>-</div><div>self</div><div>-</div><div>manager</div><div>-</div><div>others</div></div>
14) I have a clear set of values that guide my decisions.	<div><div></div><div>88</div><div>global avg</div></div> <div><div>-</div><div>self</div><div>-</div><div>manager</div><div>-</div><div>others</div></div>
15) I think through desired outcomes before starting an important conversation.	<div><div></div><div>80</div><div>global avg</div></div> <div><div>-</div><div>self</div><div>-</div><div>manager</div><div>-</div><div>others</div></div>
16) I am unclear about what is most important to me. (Reverse scored)	<div><div></div><div>86</div><div>global avg</div></div> <div><div>-</div><div>self</div><div>-</div><div>manager</div><div>-</div><div>others</div></div>

<div><div><div></div><div>73</div><div>global avg</div></div><div><div>self</div><div>manager</div><div>others</div></div></div> <div>Put First Things First is at the heart of effective self-management. It's the ability to organize our time around the most important things.</div>		
17) I feel like I spend most of my time “putting out fires.” (Reverse scored)	<div><div><div></div><div>54</div><div>global avg</div></div><div><div>self</div><div>manager</div><div>others</div></div></div>	
18) I work toward long-term solutions, not just “quick fixes.”	<div><div><div></div><div>80</div><div>global avg</div></div><div><div>self</div><div>manager</div><div>others</div></div></div>	
19) Other people’s urgencies and emergencies usually dominate my day. (Reverse scored)	<div><div><div></div><div>57</div><div>global avg</div></div><div><div>self</div><div>manager</div><div>others</div></div></div>	
20) I respect people’s time (i.e., I do not waste others’ time with trivial interruptions).	<div><div><div></div><div>85</div><div>global avg</div></div><div><div>self</div><div>manager</div><div>others</div></div></div>	
21) I have trouble saying no to other people’s requests, even when saying no is appropriate. (Reverse scored)	<div><div><div></div><div>57</div><div>global avg</div></div><div><div>self</div><div>manager</div><div>others</div></div></div>	
22) I don't let personal online activities interfere with my work or home responsibilities.	<div><div><div></div><div>83</div><div>global avg</div></div><div><div>self</div><div>manager</div><div>others</div></div></div>	
23) I rarely plan ahead and take each day as it comes. (Reverse scored)	<div><div><div></div><div>82</div><div>global avg</div></div><div><div>self</div><div>manager</div><div>others</div></div></div>	
24) I am usually on time (e.g., not late for appointments, meetings, etc.).	<div><div><div></div><div>89</div><div>global avg</div></div><div><div>self</div><div>manager</div><div>others</div></div></div>	
25) I often procrastinate. (Reverse scored)	<div><div><div></div><div>74</div><div>global avg</div></div><div><div>self</div><div>manager</div><div>others</div></div></div>	

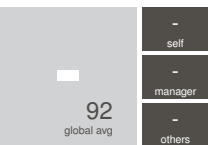


The Emotional Bank Account (EBA) is a metaphor for the amount of trust that exists in a relationship. Deposits build and repair trust in relationships. Withdrawals break down and lessen trust in relationships.

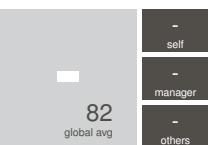
26) I willingly help others.



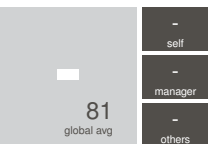
27) I show courtesy toward others.



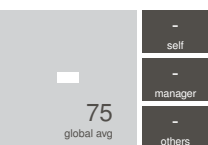
28) I rarely, if ever, talk about people behind their back.



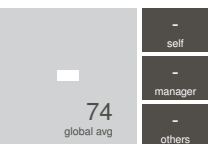
29) I make building relationships a priority.



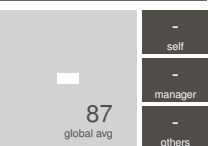
30) I have a hard time forgiving people. (Reverse scored)



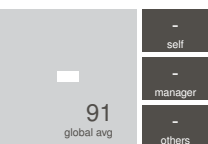
31) I find it easy to find fault with others. (Reverse scored)

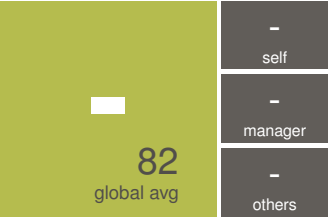


32) I have a hard time apologizing. (Reverse scored)



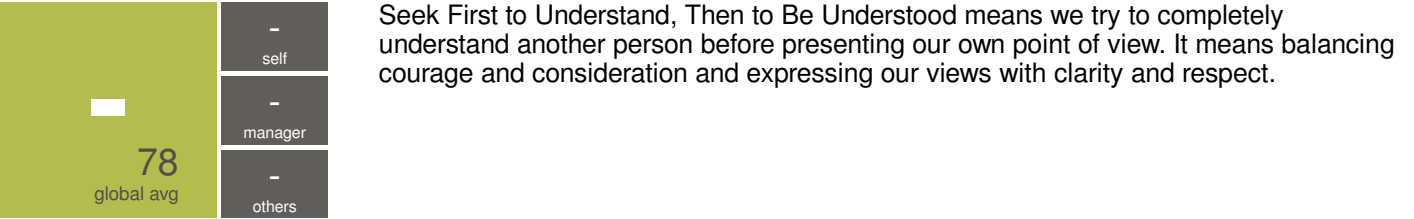
33) I find it hard to keep confidences. (Reverse scored)





Win-Win is a frame of mind and heart that seeks mutual benefit in all human interactions. It's based on the paradigm that there's plenty for everybody—that one person's success is not achieved at the expense of others.

34) I find it hard to share credit and recognition for success. (Reverse scored)	<table border="1"><thead><tr><th>Category</th><th>Score</th></tr></thead><tbody><tr><td>self</td><td>88</td></tr><tr><td>manager</td><td>88</td></tr><tr><td>others</td><td>88</td></tr></tbody></table>	Category	Score	self	88	manager	88	others	88
Category	Score								
self	88								
manager	88								
others	88								
35) I tend to show favoritism and put some people ahead of others. (Reverse scored)	<table border="1"><thead><tr><th>Category</th><th>Score</th></tr></thead><tbody><tr><td>self</td><td>84</td></tr><tr><td>manager</td><td>84</td></tr><tr><td>others</td><td>84</td></tr></tbody></table>	Category	Score	self	84	manager	84	others	84
Category	Score								
self	84								
manager	84								
others	84								
36) I am often insensitive to other people's feelings. (Reverse scored)	<table border="1"><thead><tr><th>Category</th><th>Score</th></tr></thead><tbody><tr><td>self</td><td>89</td></tr><tr><td>manager</td><td>89</td></tr><tr><td>others</td><td>89</td></tr></tbody></table>	Category	Score	self	89	manager	89	others	89
Category	Score								
self	89								
manager	89								
others	89								
37) I anticipate how my decisions impact others.	<table border="1"><thead><tr><th>Category</th><th>Score</th></tr></thead><tbody><tr><td>self</td><td>78</td></tr><tr><td>manager</td><td>78</td></tr><tr><td>others</td><td>78</td></tr></tbody></table>	Category	Score	self	78	manager	78	others	78
Category	Score								
self	78								
manager	78								
others	78								
38) I do what is best for the entire group, not just my own interests.	<table border="1"><thead><tr><th>Category</th><th>Score</th></tr></thead><tbody><tr><td>self</td><td>82</td></tr><tr><td>manager</td><td>82</td></tr><tr><td>others</td><td>82</td></tr></tbody></table>	Category	Score	self	82	manager	82	others	82
Category	Score								
self	82								
manager	82								
others	82								
39) I have trouble getting to mutually agreeable solutions with other people. (Reverse scored)	<table border="1"><thead><tr><th>Category</th><th>Score</th></tr></thead><tbody><tr><td>self</td><td>80</td></tr><tr><td>manager</td><td>80</td></tr><tr><td>others</td><td>80</td></tr></tbody></table>	Category	Score	self	80	manager	80	others	80
Category	Score								
self	80								
manager	80								
others	80								
40) I establish clear expectations when working with others.	<table border="1"><thead><tr><th>Category</th><th>Score</th></tr></thead><tbody><tr><td>self</td><td>73</td></tr><tr><td>manager</td><td>73</td></tr><tr><td>others</td><td>73</td></tr></tbody></table>	Category	Score	self	73	manager	73	others	73
Category	Score								
self	73								
manager	73								
others	73								
41) I see myself as equal to those around me.	<table border="1"><thead><tr><th>Category</th><th>Score</th></tr></thead><tbody><tr><td>self</td><td>78</td></tr><tr><td>manager</td><td>78</td></tr><tr><td>others</td><td>78</td></tr></tbody></table>	Category	Score	self	78	manager	78	others	78
Category	Score								
self	78								
manager	78								
others	78								



42) I am easy to approach with a concern.	<div><div><div></div><div>85</div><div>global avg</div></div><div><div>-</div><div>self</div></div><div><div>-</div><div>manager</div></div><div><div>-</div><div>others</div></div></div>
43) I tend to dominate discussions. (Reverse scored)	<div><div><div></div><div>74</div><div>global avg</div></div><div><div>-</div><div>self</div></div><div><div>-</div><div>manager</div></div><div><div>-</div><div>others</div></div></div>
44) I listen to others without interrupting.	<div><div><div></div><div>74</div><div>global avg</div></div><div><div>-</div><div>self</div></div><div><div>-</div><div>manager</div></div><div><div>-</div><div>others</div></div></div>
45) I usually become defensive when I receive negative feedback. (Reverse scored)	<div><div><div></div><div>76</div><div>global avg</div></div><div><div>-</div><div>self</div></div><div><div>-</div><div>manager</div></div><div><div>-</div><div>others</div></div></div>
46) I am rarely interested in understanding other people's viewpoints. (Reverse scored)	<div><div><div></div><div>87</div><div>global avg</div></div><div><div>-</div><div>self</div></div><div><div>-</div><div>manager</div></div><div><div>-</div><div>others</div></div></div>
47) I seek to understand problems before attempting to solve them.	<div><div><div></div><div>81</div><div>global avg</div></div><div><div>-</div><div>self</div></div><div><div>-</div><div>manager</div></div><div><div>-</div><div>others</div></div></div>
48) I communicate clearly and respectfully.	<div><div><div></div><div>79</div><div>global avg</div></div><div><div>-</div><div>self</div></div><div><div>-</div><div>manager</div></div><div><div>-</div><div>others</div></div></div>
49) I find it hard to ask for what I really want. (Reverse scored)	<div><div><div></div><div>68</div><div>global avg</div></div><div><div>-</div><div>self</div></div><div><div>-</div><div>manager</div></div><div><div>-</div><div>others</div></div></div>

82

global avg

-

self

-

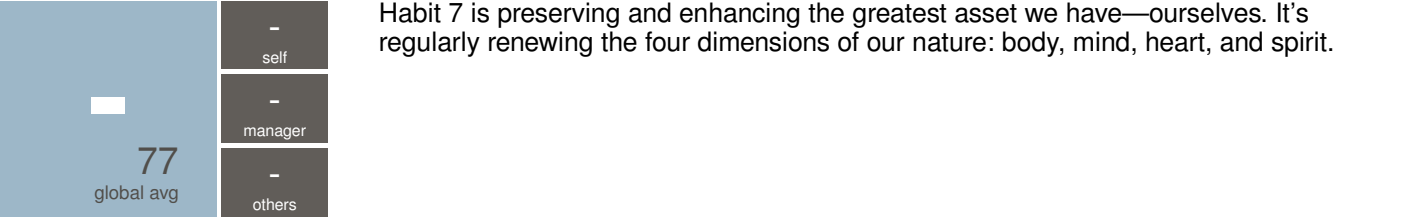
manager

-

others

Synergy is the manifestation of all the other habits working together. It means collaborating to create 3rd Alternatives rather than settling for compromise. When we Synergize, the whole is greater than the sum of its parts—one plus one equals three or more.

50) I seek out the strengths of others to get things done.	<div><div></div><div>80</div><div>global avg</div></div> <div><div>-</div><div>self</div><div>-</div><div>manager</div><div>-</div><div>others</div></div>
51) I am uncomfortable working with people who are different from me. (Reverse scored)	<div><div></div><div>84</div><div>global avg</div></div> <div><div>-</div><div>self</div><div>-</div><div>manager</div><div>-</div><div>others</div></div>
52) I build relationships with people outside my work group.	<div><div></div><div>57</div><div>global avg</div></div> <div><div>-</div><div>self</div><div>-</div><div>manager</div><div>-</div><div>others</div></div>
53) I am uncomfortable trying new ideas. (Reverse scored)	<div><div></div><div>80</div><div>global avg</div></div> <div><div>-</div><div>self</div><div>-</div><div>manager</div><div>-</div><div>others</div></div>
54) I encourage and support creativity and innovation.	<div><div></div><div>90</div><div>global avg</div></div> <div><div>-</div><div>self</div><div>-</div><div>manager</div><div>-</div><div>others</div></div>
55) I often find myself at odds with other people. (Reverse scored)	<div><div></div><div>85</div><div>global avg</div></div> <div><div>-</div><div>self</div><div>-</div><div>manager</div><div>-</div><div>others</div></div>
56) I regularly seek out people with different points of view.	<div><div></div><div>69</div><div>global avg</div></div> <div><div>-</div><div>self</div><div>-</div><div>manager</div><div>-</div><div>others</div></div>
57) My ego gets in the way when I feel threatened. (Reverse scored)	<div><div></div><div>85</div><div>global avg</div></div> <div><div>-</div><div>self</div><div>-</div><div>manager</div><div>-</div><div>others</div></div>



58) I am competent in my field of work.	<div><div><div></div><div>86</div><div>global avg</div></div><div><div>-</div><div>self</div></div><div><div>-</div><div>manager</div></div><div><div>-</div><div>others</div></div></div>
59) I care about others and try to build lasting friendships.	<div><div><div></div><div>86</div><div>global avg</div></div><div><div>-</div><div>self</div></div><div><div>-</div><div>manager</div></div><div><div>-</div><div>others</div></div></div>
60) I don't take enough time to care for my physical health. (Reverse scored)	<div><div><div></div><div>64</div><div>global avg</div></div><div><div>-</div><div>self</div></div><div><div>-</div><div>manager</div></div><div><div>-</div><div>others</div></div></div>
61) I rarely seek feedback on ways I can improve. (Reverse scored)	<div><div><div></div><div>74</div><div>global avg</div></div><div><div>-</div><div>self</div></div><div><div>-</div><div>manager</div></div><div><div>-</div><div>others</div></div></div>
62) I take steps to improve my unique talents and abilities.	<div><div><div></div><div>80</div><div>global avg</div></div><div><div>-</div><div>self</div></div><div><div>-</div><div>manager</div></div><div><div>-</div><div>others</div></div></div>
63) I take time to find enjoyment and meaning in life.	<div><div><div></div><div>84</div><div>global avg</div></div><div><div>-</div><div>self</div></div><div><div>-</div><div>manager</div></div><div><div>-</div><div>others</div></div></div>
64) I struggle to live a balanced life. (Reverse scored)	<div><div><div></div><div>63</div><div>global avg</div></div><div><div>-</div><div>self</div></div><div><div>-</div><div>manager</div></div><div><div>-</div><div>others</div></div></div>
65) I feel like my skills are lagging behind the organization's needs. (Reverse scored)	<div><div><div></div><div>74</div><div>global avg</div></div><div><div>-</div><div>self</div></div><div><div>-</div><div>manager</div></div><div><div>-</div><div>others</div></div></div>

Written Comments

Note: Written comments are transcribed verbatim.

- 1) List your three most positive qualities with regard to overall effectiveness.

- 2) Describe the three most important things you could improve to increase overall effectiveness.

- 3) If desired, use the space below to clarify your responses in this survey.

Next Steps

As you prepare for the *7 Habits* work session, review your scores and consider the following questions:

1. Where were your strengths?
2. Where do you feel you need to improve?
3. How did your Self scores compare with others' scores (manager, others, norm)? What might this tell you about yourself?
4. What other thoughts or insights did you have as you reviewed this data?