



SIGNATURE EDITION 4.0

The 7 Habits Assessment

Report for: Sample2 Report2

Workshop Date: ~

Date Printed: September 11, 2025



UNDERSTANDING YOUR SCORE

87
80
global avg

90
self

78
manager

82
others

YOUR SCORE
This is an overall score composed of the average of your Self score and, if you completed a 360-degree Assessment, your manager's score and the scores from the others you invited to respond. Each person who responded was weighted equally in calculating this score.

YOUR SELF SCORE
This indicates your response on each item.

YOUR SCORE FROM YOUR MANAGER
This is the score your manager gave you on each item. If your manager did not respond or marked 'Don't Know/Not Applicable' for a specific question, you will see a '--' here.

YOUR SCORE FROM OTHERS
This score is the average of the scores given you by all of the people who responded, not including your manager. If a respondent chose not to respond or marked 'Don't Know/Not Applicable' for a specific question, that person's response was not included. If all of the respondents chose not to respond or marked 'Don't Know/Not Applicable,' you will see a '--' here.

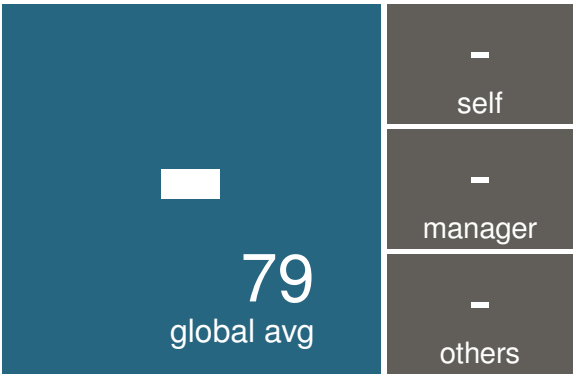
AVERAGE SCORE
This represents the average for any item by all of the people who have completed the 7 Habits Assessment. This average can change as more people respond to the assessment.

- 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.

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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.

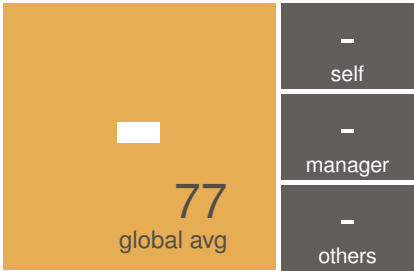


Respondents:

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

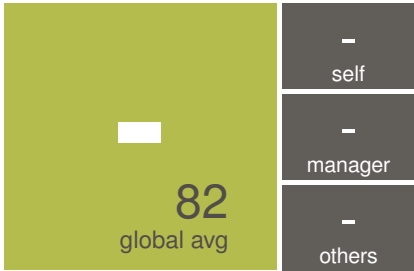
self: 0 manager: 0 others: 0

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

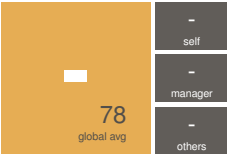


The Public Victory is Habits 4, 5, and 6. It is the ability to develop deep, rich, meaningful relationships with others. This score is the average of all the scores from all the respondents for questions from the Emotional Bank Account and Habits 4, 5, and 6. Scores for questions and habits included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

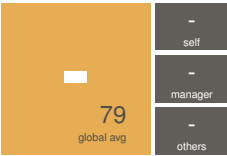
Note: Some questions on the survey were stated in the negative and "reverse scored," meaning that "Strongly Disagree" represented the most effective answer and received a higher score. In this report, those questions are marked as "(Reverse scored)."

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.

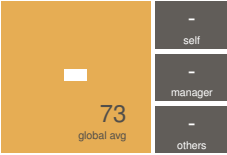
HABIT 1: Be Proactive



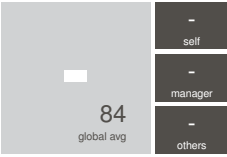
HABIT 2: Begin With the End in Mind



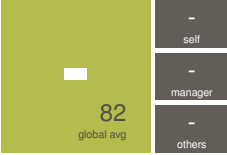
HABIT 3: Put First Things First



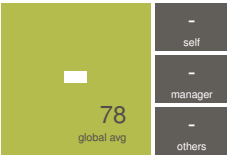
EBA Emotional Bank Account



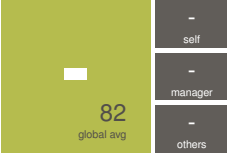
HABIT 4: Think Win-Win



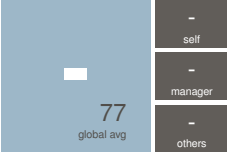
HABIT 5: Seek First to Understand,
Then to Be Understood



HABIT 6: Synergize



HABIT 7: Sharpen the Saw

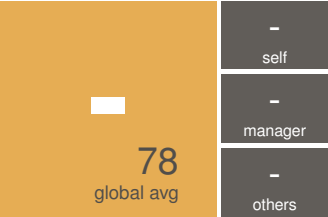


TOP 10 AND BOTTOM 10

TOP 10 QUESTIONS

BOTTOM 10 QUESTIONS

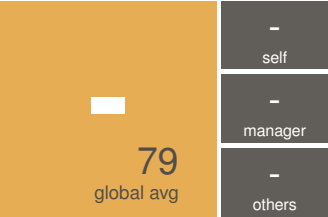
HABIT 1: BE PROACTIVE®



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>self</td><td>None</td></tr><tr><td>manager</td><td>None</td></tr><tr><td>others</td><td>None</td></tr><tr><td>global avg</td><td>87</td></tr></tbody></table>	Category	Score	self	None	manager	None	others	None	global avg	87
Category	Score										
self	None										
manager	None										
others	None										
global avg	87										
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>self</td><td>None</td></tr><tr><td>manager</td><td>None</td></tr><tr><td>others</td><td>None</td></tr><tr><td>global avg</td><td>70</td></tr></tbody></table>	Category	Score	self	None	manager	None	others	None	global avg	70
Category	Score										
self	None										
manager	None										
others	None										
global avg	70										
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>self</td><td>None</td></tr><tr><td>manager</td><td>None</td></tr><tr><td>others</td><td>None</td></tr><tr><td>global avg</td><td>89</td></tr></tbody></table>	Category	Score	self	None	manager	None	others	None	global avg	89
Category	Score										
self	None										
manager	None										
others	None										
global avg	89										
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>self</td><td>None</td></tr><tr><td>manager</td><td>None</td></tr><tr><td>others</td><td>None</td></tr><tr><td>global avg</td><td>55</td></tr></tbody></table>	Category	Score	self	None	manager	None	others	None	global avg	55
Category	Score										
self	None										
manager	None										
others	None										
global avg	55										
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>self</td><td>None</td></tr><tr><td>manager</td><td>None</td></tr><tr><td>others</td><td>None</td></tr><tr><td>global avg</td><td>66</td></tr></tbody></table>	Category	Score	self	None	manager	None	others	None	global avg	66
Category	Score										
self	None										
manager	None										
others	None										
global avg	66										
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>self</td><td>None</td></tr><tr><td>manager</td><td>None</td></tr><tr><td>others</td><td>None</td></tr><tr><td>global avg</td><td>78</td></tr></tbody></table>	Category	Score	self	None	manager	None	others	None	global avg	78
Category	Score										
self	None										
manager	None										
others	None										
global avg	78										
7) I take initiative to get things done.	<table border="1"><thead><tr><th>Category</th><th>Score</th></tr></thead><tbody><tr><td>self</td><td>None</td></tr><tr><td>manager</td><td>None</td></tr><tr><td>others</td><td>None</td></tr><tr><td>global avg</td><td>90</td></tr></tbody></table>	Category	Score	self	None	manager	None	others	None	global avg	90
Category	Score										
self	None										
manager	None										
others	None										
global avg	90										
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>self</td><td>None</td></tr><tr><td>manager</td><td>None</td></tr><tr><td>others</td><td>None</td></tr><tr><td>global avg</td><td>87</td></tr></tbody></table>	Category	Score	self	None	manager	None	others	None	global avg	87
Category	Score										
self	None										
manager	None										
others	None										
global avg	87										

HABIT 2: BEGIN WITH THE END IN MIND®

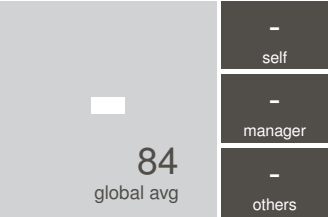


To Begin With the End in Mind means to start every endeavor with clearly defined outcomes. It also means to determine our own life's purpose. It ensures that as we are climbing the ladder of success, it's leaning against the right wall.

9) I have a clear agenda when conducting meetings.	<table border="1"><thead><tr><th>Category</th><th>Score</th></tr></thead><tbody><tr><td>self</td><td>-</td></tr><tr><td>manager</td><td>-</td></tr><tr><td>others</td><td>-</td></tr><tr><td>global avg</td><td>81</td></tr></tbody></table>	Category	Score	self	-	manager	-	others	-	global avg	81
Category	Score										
self	-										
manager	-										
others	-										
global avg	81										
10) I rarely begin projects with a clear understanding of desired results. (Reverse scored)	<table border="1"><thead><tr><th>Category</th><th>Score</th></tr></thead><tbody><tr><td>self</td><td>-</td></tr><tr><td>manager</td><td>-</td></tr><tr><td>others</td><td>-</td></tr><tr><td>global avg</td><td>63</td></tr></tbody></table>	Category	Score	self	-	manager	-	others	-	global avg	63
Category	Score										
self	-										
manager	-										
others	-										
global avg	63										
11) I set clear expectations with individuals when assigning tasks.	<table border="1"><thead><tr><th>Category</th><th>Score</th></tr></thead><tbody><tr><td>self</td><td>-</td></tr><tr><td>manager</td><td>-</td></tr><tr><td>others</td><td>-</td></tr><tr><td>global avg</td><td>78</td></tr></tbody></table>	Category	Score	self	-	manager	-	others	-	global avg	78
Category	Score										
self	-										
manager	-										
others	-										
global avg	78										
12) I wish I had a greater sense of direction in life. (Reverse scored)	<table border="1"><thead><tr><th>Category</th><th>Score</th></tr></thead><tbody><tr><td>self</td><td>-</td></tr><tr><td>manager</td><td>-</td></tr><tr><td>others</td><td>-</td></tr><tr><td>global avg</td><td>73</td></tr></tbody></table>	Category	Score	self	-	manager	-	others	-	global avg	73
Category	Score										
self	-										
manager	-										
others	-										
global avg	73										
13) I don't know what contribution I want to make in my current work role. (Reverse scored)	<table border="1"><thead><tr><th>Category</th><th>Score</th></tr></thead><tbody><tr><td>self</td><td>-</td></tr><tr><td>manager</td><td>-</td></tr><tr><td>others</td><td>-</td></tr><tr><td>global avg</td><td>82</td></tr></tbody></table>	Category	Score	self	-	manager	-	others	-	global avg	82
Category	Score										
self	-										
manager	-										
others	-										
global avg	82										
14) I have a clear set of values that guide my decisions.	<table border="1"><thead><tr><th>Category</th><th>Score</th></tr></thead><tbody><tr><td>self</td><td>-</td></tr><tr><td>manager</td><td>-</td></tr><tr><td>others</td><td>-</td></tr><tr><td>global avg</td><td>88</td></tr></tbody></table>	Category	Score	self	-	manager	-	others	-	global avg	88
Category	Score										
self	-										
manager	-										
others	-										
global avg	88										
15) I think through desired outcomes before starting an important conversation.	<table border="1"><thead><tr><th>Category</th><th>Score</th></tr></thead><tbody><tr><td>self</td><td>-</td></tr><tr><td>manager</td><td>-</td></tr><tr><td>others</td><td>-</td></tr><tr><td>global avg</td><td>80</td></tr></tbody></table>	Category	Score	self	-	manager	-	others	-	global avg	80
Category	Score										
self	-										
manager	-										
others	-										
global avg	80										
16) I am unclear about what is most important to me. (Reverse scored)	<table border="1"><thead><tr><th>Category</th><th>Score</th></tr></thead><tbody><tr><td>self</td><td>-</td></tr><tr><td>manager</td><td>-</td></tr><tr><td>others</td><td>-</td></tr><tr><td>global avg</td><td>86</td></tr></tbody></table>	Category	Score	self	-	manager	-	others	-	global avg	86
Category	Score										
self	-										
manager	-										
others	-										
global avg	86										

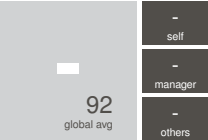
<div><div><div></div><div>73</div><div>global avg</div></div><div><div>self</div><div>manager</div><div>others</div></div></div> <div>Put First Things First is at the heart of effective self-management. It's the ability to organize our time around the most important things.</div>		
17) I feel like I 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>	

EMOTIONAL BANK ACCOUNT

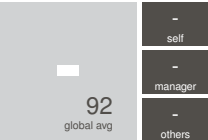


The Emotional Bank Account (EBA) is a metaphor for the amount of trust that exists in a relationship. Deposits build and repair trust in relationships. Withdrawals break down and lessen trust in relationships.

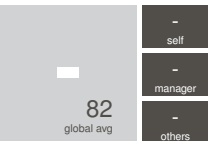
26) I willingly help others.



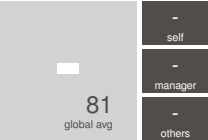
27) I show courtesy toward others.



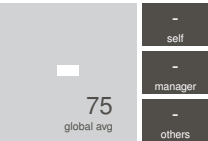
28) I rarely, if ever, talk about people behind their back.



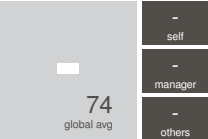
29) I make building relationships a priority.



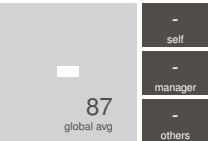
30) I have a hard time forgiving people. (Reverse scored)



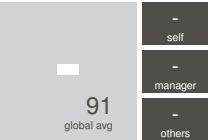
31) I find it easy to find fault with others. (Reverse scored)



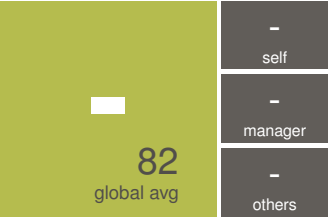
32) I have a hard time apologizing. (Reverse scored)



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



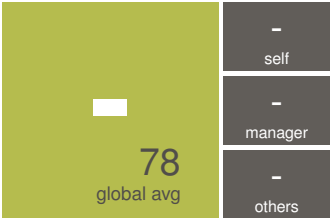
HABIT 4: THINK WIN-WIN®



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.

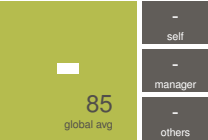
34) I find it hard to share credit and recognition for success. (Reverse scored)	
35) I tend to show favoritism and put some people ahead of others. (Reverse scored)	
36) I am often insensitive to other people's feelings. (Reverse scored)	
37) I anticipate how my decisions impact others.	
38) I do what is best for the entire group, not just my own interests.	
39) I have trouble getting to mutually agreeable solutions with other people. (Reverse scored)	
40) I establish clear expectations when working with others.	
41) I see myself as equal to those around me.	

HABIT 5: SEEK FIRST TO UNDERSTAND,
THEN TO BE UNDERSTOOD.®

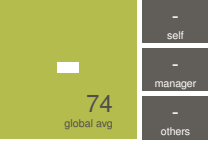


Seek First to Understand, Then to Be Understood means we try to completely understand another person before presenting our own point of view. It means balancing courage and consideration and expressing our views with clarity and respect.

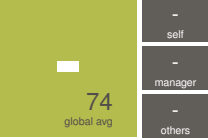
42) I am easy to approach with a concern.



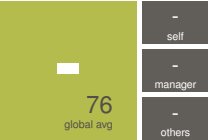
43) I tend to dominate discussions. (Reverse scored)



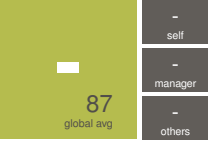
44) I listen to others without interrupting.



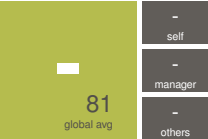
45) I usually become defensive when I receive negative feedback. (Reverse scored)



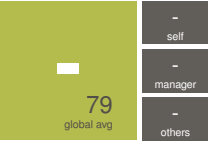
46) I am rarely interested in understanding other people’s viewpoints. (Reverse scored)



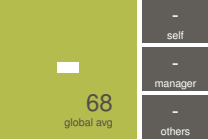
47) I seek to understand problems before attempting to solve them.



48) I communicate clearly and respectfully.



49) I find it hard to ask for what I really want. (Reverse scored)



82

global avg

-

self

-

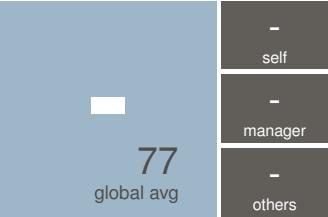
manager

-

others

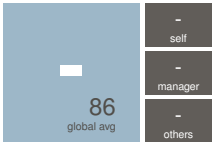
Synergy is the manifestation of all the other habits working together. It means collaborating to create 3rd Alternatives rather than settling for compromise. When we Synergize, the whole is greater than the sum of its parts—one plus one equals three or more.

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>

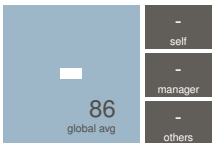


Habit 7 is preserving and enhancing the greatest asset we have—ourselves. It’s regularly renewing the four dimensions of our nature: body, mind, heart, and spirit.

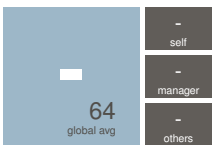
58) I am competent in my field of work.



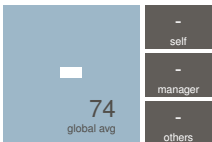
59) I care about others and try to build lasting friendships.



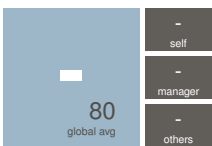
60) I don’t take enough time to care for my physical health. (Reverse scored)



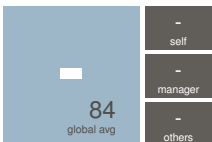
61) I rarely seek feedback on ways I can improve. (Reverse scored)



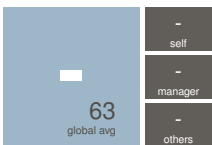
62) I take steps to improve my unique talents and abilities.



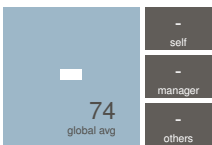
63) I take time to find enjoyment and meaning in life.



64) I struggle to live a balanced life. (Reverse scored)



65) I feel like my skills are lagging behind the organization’s needs. (Reverse scored)



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.

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?