

The 7 Habits of Highly Effective People - Cheat Sheet

Principle-Centered Success for Life and Leadership

Core Idea

Effectiveness comes from aligning character, habits, and priorities with timeless principles.

Focus on what you can control, and build systems that produce consistent results.

The 7 Habits

1. Be Proactive

- Take responsibility for your life.
- Focus on your circle of influence, not circumstances.
- Don't blame, plan and act.

2. Begin with the End in Mind

- Define a clear personal and professional vision.
- Know your goals and desired legacy.
- Align daily actions with long-term purpose.

3. Put First Things First

- Prioritize important over urgent.

- Plan weekly, act daily.
- Focus on high-value activities, not distractions.

4. Think Win-Win

- Seek mutually beneficial solutions in relationships and business.
- Collaboration beats competition.
- Build trust and long-term partnerships.

5. Seek First to Understand, Then to Be Understood

- Listen empathetically before advising or persuading.
- Effective communication builds influence and respect.
- Avoid assumptions and misunderstandings.

6. Synergize

- Combine strengths through teamwork.
- Leverage diversity for creative solutions.
- The whole is greater than the sum of its parts.

7. Sharpen the Saw

- Continuous self-renewal in body, mind, heart, and spirit.
- Avoid burnout; invest in learning, health, and relationships.

Quick Filters for Daily Decisions

- Does this align with my long-term vision?
- Am I focusing on important priorities rather than distractions?
- Does this foster collaboration, trust, or growth?
- Am I investing in myself and my team consistently?

Entrepreneur / Sales Leader Angle

- **Proactive:** Control your pipeline and results.
- **Vision:** Know your revenue and leadership goals.
- **Prioritization:** Focus on deals and activities that generate the most impact.
- **Communication:** Listen to clients before selling.
- **Collaboration:** Build strong partnerships internally and externally.
- **Renewal:** Prevent burnout—physical, mental, and emotional balance drives consistent high performance.

Key Takeaway

Effective people focus on principles, not impulses; long-term results over short-term gains; and continuous growth over temporary success.