

## One-Day Outline

	HABIT	PARTICIPANTS WILL BE ABLE TO:
MORNING	Introduction	<ul style="list-style-type: none"> <li>Identify interdependence as a key element of effectiveness.</li> <li>Assess their paradigms, and adopt paradigms of effectiveness.</li> <li>Identify areas of their work and personal lives in which they can apply the 7 Habits.</li> </ul>
	Habit 1: Be Proactive®	<ul style="list-style-type: none"> <li>Take the initiative to focus on things they can influence, instead of things they cannot.</li> <li>Be responsible and accountable for their choices, moods, and actions.</li> <li>Respond proactively in stressful or difficult situations.</li> <li>Use positive, proactive language.</li> <li>Identify things they can control and influence when dealing with problems and challenges.</li> </ul>
	Habit 2: Begin With the End in Mind®	<ul style="list-style-type: none"> <li>Define their personal vision and values.</li> <li>Create a Personal Mission Statement.</li> <li>Align personal and work goals to their most important priorities.</li> <li>Focus on desired outcomes in work and life.</li> </ul>
	Habit 3: Put First Things First®	<ul style="list-style-type: none"> <li>Prioritize and achieve their most important goals, instead of constantly reacting to urgencies.</li> <li>Eliminate low priorities and time-wasters.</li> <li>Plan every week.</li> <li>Use planning tools effectively.</li> <li>Use effective time-management skills.</li> </ul>
AFTERNOON	Habit 4: Think Win-Win®	<ul style="list-style-type: none"> <li>Collaborate more effectively by building relationships of trust and mutual benefit.</li> <li>Build an Emotional Bank Account with others.</li> <li>Identify wins for all parties in situations of conflict.</li> </ul>
	Habit 5: Seek First to Understand, Then to Be Understood®	<ul style="list-style-type: none"> <li>Influence others by developing a deeper understanding of their needs and perspectives.</li> <li>Apply effective listening skills.</li> <li>Communicate viewpoints effectively.</li> <li>Give and receive input and feedback productively.</li> <li>Apply effective communication skills to the digital world.</li> </ul>
	Habit 6: Synergize®	<ul style="list-style-type: none"> <li>Leverage and build on diverse strengths.</li> <li>Approach problems and opportunities with creative collaboration.</li> <li>Embrace and leverage innovation.</li> </ul>
	Habit 7: Sharpen the Saw®	<ul style="list-style-type: none"> <li>Build motivation, energy, and work/life balance by making time for renewal activities.</li> <li>Integrate continuous improvement and learning into their lives.</li> <li>Build capacity to practice the 7 Habits.</li> <li>Apply the work-session skills and tools to their lives after the work session.</li> </ul>

For more information about FranklinCovey's *The 7 Habits of Highly Effective People®: Foundations*, contact your client partner or call 1-888-705-1776 to be put in touch with someone in your area.