## One-Day Outline

<table>
<thead>
<tr>
<th>HABIT</th>
<th>PARTICIPANTS WILL BE ABLE TO:</th>
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| **Introduction**                                    | • Identify interdependence as a key element of effectiveness.  
• Assess their paradigms, and adopt paradigms of effectiveness.  
• Identify areas of their work and personal lives in which they can apply the 7 Habits.                                                                                   |
| **Habit 1: Be Proactive®**                           | • Take the initiative to focus on things they can influence, instead of things they cannot.  
• Be responsible and accountable for their choices, moods, and actions.  
• Respond proactively in stressful or difficult situations.  
• Use positive, proactive language.  
• Identify things they can control and influence when dealing with problems and challenges.                                                                                 |
| **Habit 2: Begin With the End in Mind®**             | • Define their personal vision and values.  
• Create a Personal Mission Statement.  
• Align personal and work goals to their most important priorities.  
• Focus on desired outcomes in work and life.                                                                                                                                 |
| **Habit 3: Put First Things First®**                 | • Prioritize and achieve their most important goals, instead of constantly reacting to urgencies.  
• Eliminate low priorities and time-wasters.  
• Plan every week.  
• Use planning tools effectively.  
• Use effective time-management skills.                                                                                                                                          |
| **Habit 4: Think Win-Win®**                          | • Collaborate more effectively by building relationships of trust and mutual benefit.  
• Build an Emotional Bank Account with others.  
• Identify wins for all parties in situations of conflict.                                                                                                                     |
| **Habit 5: Seek First to Understand, Then to Be Understood®** | • Influence others by developing a deeper understanding of their needs and perspectives.  
• Apply effective listening skills.  
• Communicate viewpoints effectively.  
• Give and receive input and feedback productively.  
• Apply effective communication skills to the digital world.                                                                                                                   |
| **Habit 6: Synergize®**                              | • Leverage and build on diverse strengths.  
• Approach problems and opportunities with creative collaboration.  
• Embrace and leverage innovation.                                                                                                                                                |
| **Habit 7: Sharpen the Saw®**                        | • Build motivation, energy, and work/life balance by making time for renewal activities.  
• Integrate continuous improvement and learning into their lives.  
• Build capacity to practice the 7 Habits.  
• Apply the work-session skills and tools to their lives after the work session.                                                                                               |

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.