Title page

Effective habits

The book highlights the effective habits of the people that are important for a successful life. Covey had identified the personality traits that help people in every aspect including academics, work and personal life. The most important habit recognized by Covey is being proactive. This suggests that a person must have a plan before an event occurs. This is an effective way of handling challenges by applying the most desirable solution. Covey’s idea is focused on convincing people to change themselves rather than desiring for a different situation. Thinking win-win is another habit that I plies that both parties must reach an agreement. This habit saves people form entrapping in conflicting situations. Next habit is put first thing first which means managing things efficiently. By prioritizing work an individual can make best use of time. This will lead to a productive day.

Covey identified being with the end in mind as an important habit that is focused on building a vision. People must have a vision and direction to follow. They later manage to develop values and goals associated with that vision (Covey, 1989). Next habit identified by Covey is ‘seek first to understand, then to be understood’. This is a golden rule that works in professional and personal life. Most of time people are concerned for making their point clear. By understanding others they will receive better outcome. Synergize is the sixth habit that convince people to explore new opportunities and become creative. This promote innovation and new ideas for finding better ways of living life. Final habit is sharpen the saw which stresses on renewing oneself physically and mentally. This principle instruct people to spend good time on exercise and relaxation for building a healthy routine. The seven habits are essential for attaining success and wellness.

Reference

Covey, S. R. (1989). *The Seven Habits Of Highly Effective People.* Free Press.