



# THE 7 HABITS

OF HIGHLY EFFECTIVE PEOPLE®

## THREE-DAY COURSE OUTLINE

### DAY 1

- INTRODUCTION
- SESSION ONE: Foundational Principles
  - Part 1: Introduction  
Developing Habits  
Character and Competence
  - Part 2: The Maturity Continuum®  
Three-Person Teaching®  
Basic Change Model
  - Part 3: Principles, Paradigms, and Processes  
The Change Process  
Video—*The Law of the Harvest*
  - Part 4: P/PC Balance®: The Principle of Effectiveness  
The Emotional Bank Account®
- SESSION TWO: Habit 1—Be Proactive®
  - Part 1: Respond According to Values
  - Part 2: Accepting Responsibility  
Four Human Endowments
  - Part 3: Focusing on the Circle of Influence®
  - Part 4: Becoming a Transition Figure  
Video—*Stone*
- SESSION THREE: Habit 2—Begin with the End in Mind®
  - Part 1: The Mental Creation Precedes Physical Creation
  - Part 2: Choosing a Life Center
  - Part 3: Personal Mission Statement™  
Video—*Discovery of a Character*  
Mission Statement Draft



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## DAY 2

- SESSION FOUR: Habit 3—Put First Things First®
  - Part 1: Your First Things
  - Part 2: Living an Effective Life in Quadrant II
  - The Time Management Matrix™
  - Video—*Quadrant II Fire Fighters*
  - Part 3: The Six-Step Process™
- SESSION FIVE: Habit 4—Think Win-Win®
  - Part 1: The Six Paradigms of Human Interaction
  - Part 2: Win-Win Re-scripting
  - Part 3: Four Dimensions of Win-Win
  - Win-Win Agreements®
  - Video—*A Pretty Close Second*

## DAY 3

- SESSION SIX: Habit 5—Seek First to Understand, then to be Understood®
  - Part 1: The Challenge of Communication
  - Video—*I Know Just What You Mean*
  - Diagnose Before You Prescribe™
  - Part 2: The Attitude and Skill of Empathy
  - Empathic Listening®
  - Profiles
  - Action Planning Guide
- SESSION SEVEN: Habit 6—Synergize®
  - Part 1: The Process of Synergizing
  - Part 2: Valuing the Differences
  - Part 3: Creating a Third Alternative™
  - Part 4: The Perspective of Humanity
  - Video—*Mauritius*
- SESSION EIGHT: Habit 7—Sharpen the Saw®
  - Part 1: Four Dimensions of Renewal
  - Physical, Mental, Spiritual, Social/Emotional Renewal
  - Part 2: Personal Production Capability
  - Part 3: The Upward Spiral
  - Video—*Survival/Revival*
  - Part 4: Principle-Centered Living®
- CONCLUSION