

Habits of Highly Efficient People

Length: 1 Day

Summary: The purpose of the course is to provide you with an overview of the Stephen Covey's "7 Habits of Highly Effective People". This overview will enhance your ability to incorporate the 7 Habits into your life.

COURSE CONTENT

1. **Develop A Personal Mission Statement As A Foundation For "Being Proactive" And "Beginning With The End In Mind"**
2. **Use Your Calendar As A Foundation For Applying "First Things First" To Your Life.**
3. **Use Time Management Concepts To Make The First 3 Habits Work For You**
4. **Use Team Thinking And Evaluation Concepts As A Foundation For "Think Win-Win"**
5. **Learn Questioning And Listening Skills As A Foundation For "Seek First To Understand"**
6. **Work A Large Group Simulation As A Foundation For "Synergizing" And Wrapping The First 6 Habits Together.**
7. **Improve Your Skills By Integrating These Practices Into Your Life.**