

# The Seven Habits of Highly Effective Learners\*

## 1 Be Proactive

Take responsibility for your life!  
Accept responsibility for your behavior,  
and make choices based on your beliefs rather  
than just circumstances and mood.

## 2 Begin with the End in Mind

Define your mission and goals in life.  
This includes a mental vision and purpose for  
anything you are doing, big or small.

## 3 Put First Things First

Prioritize and put the most important things first.  
Keep the main thing, the main thing!

## 4 Think Win-Win

Have an “Everyone Can Win” attitude.  
This includes developing “selfless”  
mutually beneficial solutions.

## 5 Seek First to Understand Then to be Understood

Listen to others completely and sincerely.  
Listen to understand others, rather than just  
waiting to reply.

## 6 Synergize

Work together to achieve more.  
It’s not my way, it’s not your way, but a third  
way that is better than either of us could have  
come up with on our own.

## 7 Sharpen the Saw

Renew yourself regularly; physically,  
emotionally, mentally  
and spiritually.

