

# Seven habits of highly effective people



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The 7 Habits of Highly Effective People The essay aims to proffer a personal reaction after reading Stephen R. Covey's most acclaimed book entitled The 7 Habits of Highly Effective People. Specifically, the following concerns would be addressed, to wit: (1) to provide a description of one's personal reaction to what has been written, and (2) to describe how one might utilize the specific ideas, thoughts, or philosophies to further develop personal leadership styles.

The 7 Habits of Highly Effective People The book entitled The 7 Habits of Highly Effective People written by Stephen R. Covey (2004) has been regarded by many as highly instrumental in transforming one's frame of mind from being personally satisfied with meager accomplishments to pursuing dreams beyond expectations. Briefly, the 7 habits of highly effective people are summarized, to wit: Habit 1: Be Proactive; Habit 2: Begin with the end in mind; Habit 3: Put first things first; Habit 4: Think Win-Win; Habit 5: Seek first to understand, then to be understood; Habit 6: Synergize and Habit 7: Sharpen the saw (Covey 2004). Appreciation of these insights could be viewed in terms of remunerating each habit's impact and influence in one's life. The 7 habits were divided into sections which cover private victory (habits 1 to 3), public victory (habits 4 to 6) and finally, renewal (habit 7). In Covey's quest to determine the factors that lead to highly successful people, he was able to deduce that personality and character ethics contribute to the success attainment. The first insight that struck as a promoter of positive change is the statement emphasizing that change starts from within. The insight encompasses all concepts and theories contained in Habit 1: Be Proactive. I share the same personal conviction that the individual takes charge and is accountable for one's own destiny. Nobody else should be blamed. Even for some circumstances, the individual is faced

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with the opportunity to make one's personal choice. So, whatever direction that the individual takes in one's life, it is only right and proper to take him accountable for his actions. Likewise, Habit 3, prioritizing is crucial. In today's busy world, people are faced with a barrage of tasks and responsibilities which sometimes create confusion rather than order. Covey aptly explained that after identifying one's personal mission, the individual must spend time doing what fits one's personal mission. As students on the way to the road towards a professional career, this concept is more appropriate. It is a relevant tool which would guide me in prioritizing my daily activities and in applying time management skills to program and schedule upcoming tasks. Highly successful entrepreneurs like Donald Trump and Bill Gates, among a host of other famous business practitioners, exemplify personality and character traits which incorporate time management and prioritizing tasks and responsibilities. It is important to recognize which activities require immediate action and which could be deferred to a later date. It is such a reassuring feeling to realize that by practicing the theory of putting first things first, one would be on the road to future success in whatever endeavor one aims to be in. Concurrent with this is the need to understand, than be understood (Habit 5). There are diverse theories, concepts and applications that could be used to improve the lives of others if only these are clearly understood, recognized, reinforced and implemented, as needed. There is greater worth in taking action than in simply trying to integrate learning without putting them to proper use. Covey's habits, if employed in ordinary personal experiences, through an understanding of the concepts, would assist in improving the quality of interpersonal relationships. Habit 7, for example, synthesized the factors needed for self-renewal. By

understanding that there are four areas in one's life: physical, social/emotional, mental, and spiritual - which could be harnessed and developed, we would begin to reflect and start to work on focusing our strengths in honing our skills in these areas. Only by recognizing our weaknesses can we start to work on improving them. The 7 habits would lead one toward honing knowledge, abilities and skills of becoming a future leader. By ingraining these philosophies as part of personal habits and self-discipline, every endeavor is earmarked towards maintaining an optimistic and positive stance, needed for goal accomplishment. Further, through enhancing one's awareness on these 7 habits, one is guided and directed towards the path leading towards effectiveness and success. Reference Covey, S. R. (2004). *The 7 Habits of Highly Effective People*. The Free Press.