



# **The Seven Habits of Highly Effective People: Summary of the Key Ideas - Original Book by Stephen R. Covey**

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“The Seven Habits of Highly Effective People” is one of the most highly-rated books in the self-development and personal change book genre. The book is still perceived as the real game changer among books that discuss the state of the human being in terms of self-development. It states and explains the habits and rules you should strictly stick to in order to be productive and to ultimately reach your goals.

Who should read this book:

- Ambitious people who have goals and objectives they want to achieve, but lack the necessary skills, knowledge, discipline and motives to complete their plans.
- Managers and business owners who want to learn how to be more effective.

In this summary:

Chapter 1: The urging need for productivity and effectiveness

Chapter 2: The power of a paradigm

Chapter 3: A new level of thinking – you cannot solve problems on the same level on which you created them

Chapter 4: The power of habits – how can we form good ones and get rid of bad ones?

Chapter 5: Be proactive: take the initiative instead of only reacting

Chapter 6: Begin with the end in mind: have a clear understanding of your destination

Chapter 7: Establish your priorities: take care of the important things first

Chapter 8: Always think like a winner: focus on what you want and adopt a win-win philosophy

Chapter 9: Be communicative: learn how to listen first in order to be heard

Chapter 10: Synergize in all areas of life by accepting differences

Chapter 11: Practice a constant process of renewal

Chapter 12: Final Summary



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