



The 7 Habits of Highly Effective People

by Stephen R. Covey · 1989 · 381 pages

In one line: Work from the inside out: take responsibility, decide what matters, do that first, then seek to understand before being understood.

Is it worth your time? Yes for habits 1 to 3 and 5, which are the best framework for a whole life in one book. Skip the corporate anecdotes and the last two chapters; this summary covers them.

Try this week: five things to do

- 1 Draw the four-quadrant time matrix and sort yesterday into it. Circle the quadrant 2 items you skipped.
- 2 Block one quadrant 2 hour this week (sleep, exercise, a conversation) and treat it like a meeting.
- 3 Write a one-paragraph personal mission statement: what you want said about you at 80.
- 4 In the next disagreement, repeat the other person's point back until they say "yes, that is it" before you reply.
- 5 Pick one circle-of-influence action for a problem you have been complaining about.

Tick each one off. When you miss a day, do the two-minute version the next day. Never miss twice.