# **THE 7 EFFECTIVE HABITS**



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The 7 Habits of Highly Effective People, first published in 1989, is a business and self-help book written by Stephen Covey. Covey presents an approach to being effective in attaining goals by aligning oneself to what he calls "true north" principles based on a character ethic that he presents as universal and timeless. http://ebookslibrary.club/download/The-7-Habits-of-Highly-Effective-People-Wikipedia.pdf

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That's where the seven habits of highly effective people come in: Habits 1, 2, and 3 are focused on self-mastery and moving from dependence to independence. Habits 4, 5, and 6 are focused on developing teamwork, collaboration, and communication skills, and moving from independence to interdependence. http://ebookslibrary.club/download/7-Habits-of-Highly-Effective-People--Book-Summary-.pdf

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n Habit 7 is the habit of renewal of the four basic dimensions of a meaningful life. The 7 habits are habits of effectiveness based on principles that make long-term beneficial results possible. P/PC Balance Main Idea The 7 Habits are also habits of effectiveness. Effectiveness is the result of a balance known as the P/PC balance. http://ebookslibrary.club/download/THE-7-HABITS-OF-HIGHLY-EFFECTIVE-PEOPLE.pdf

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I can't name any single one of the 7 Habits of Highly Effective People. But I do remember this simple 2 x 2 matrix on how to spend your time -- and you should too.

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