Assignment: - Upload a write up summarizing your learnings up to 500 words>

So, to begin with I from the beginning of my internship all my mentors taught me about the 7 habits of highly effective people. So as a part of my assignment I am writing up the summary here.

Habit 1***: Be Proactive***

The first habit tells us about to focus on the things on which you can do something.

Change starts from within, and the highly effective people makes their own decisions to change their lives by which they can influence

Habit 2: Begin with the End in Mind.

Start anything/everything with a clear picture of your main goal. Develop a principle-centred personal mission statement. Extend the mission statement into long‐term goals based on personal principles.

Habit 3: Put First Things First

Keep the things in your life which are important in priority list. Also spend most of your time which improves your personal goals, maintain the proper balance between production and building production capacity. Next main thing and key role is to take on in life and make time for each of them.

Habit 4: Think Win‐Win Integrity:

Commit with all your true feelings on which you think it has a passion. Next point is maintaining values and commitments mature. Many of them play with our emotions so be stable with your emotions.

Maturity: Be considerate of the feelings of others Abundance.

Mentality: Believe there is plenty for everyone. Seek agreements and relationships that are mutually beneficial. In cases where a "win/win" deal cannot be achieved, accept the fact that agreeing to make "no deal" may be the best alternative.

In developing an organizational culture, be sure to reward win/win behaviour among employees and avoid inadvertently rewarding win/lose behaviour.

Habit 5: Seek First to Understand: -

We need to be attentive to understand and emotions of others. To Understood emotions of others try to Learn how to communicate clearly and listen to others.

This habits plays as the most important principle of interpersonal relations. Effective listening is not only echoing with the other people has they say in their view of experience.

Rather, it is putting oneself in the perspective of the other person, listening empathically for both feeling and meaning.

Habit 6: Synergize

synergy allows us to enter decision-making with a more integrated perspective about the subject of our focus Through trustful communication, find ways to leverage individual differences to create a whole that is greater than the sum of the parts. Through mutual trust and understanding, one often can solve conflicts and find a better solution than would have been obtained through either person's own solution.

Habit 7: Sharpen the Saw.

Treat yourself a free bird where you can maintain a balanced program in the four areas of life: - they are Physical, social/emotional, mental, and Spiritual. Take time out from production to build production capacity through personal renewal of the physical, mental, social/emotional, and spiritual dimensions.