

# Book Reading Summary: The 7 Habits of Highly Effective People

Tianpei Xie

Dec. 10th., 2023

## Contents

<b>1</b>	<b>Learning Summary</b>	<b>4</b>
1.1	Principle-Centered Paradigm . . . . .	4
1.2	From Independence to Interdependence . . . . .	4
1.3	Seven Habits and Seven Principles . . . . .	4
1.4	Balanced Self-Renewal . . . . .	4
1.5	Become a Transition Person . . . . .	4
<b>2</b>	<b>Paradigms and Principles</b>	<b>4</b>
2.1	Inside-Out . . . . .	4
2.1.1	Primary and Secondary Greatness . . . . .	4
2.1.2	The Power of A Paradigm . . . . .	4
2.1.3	The Power of A Paradigm Shift . . . . .	4
2.1.4	Seeing and Being . . . . .	4
2.1.5	The Principle-Centered Paradigm . . . . .	4
2.1.6	Principles of Growth and Change . . . . .	4
2.1.7	The Way we See the Problem Is the Problem . . . . .	4
2.1.8	A New Level of Thinking . . . . .	4
2.2	The Seven Habits – An Overview . . . . .	4
2.2.1	“Habits” Defined . . . . .	4
2.2.2	The Maturity Continuum . . . . .	5
2.2.3	Effectiveness Defined . . . . .	5
2.2.4	Three Kinds of Assets . . . . .	5
2.2.5	Organizational PC . . . . .	5
2.2.6	How to Use This Book and What You Can Expect . . . . .	5
<b>3</b>	<b>Private Victory</b>	<b>5</b>
3.1	Habit 1: Be Proactive – Principles of Personal Vision . . . . .	5
3.1.1	“Proactivity” Defined . . . . .	5
3.1.2	Taking the Initiative . . . . .	5
3.1.3	Act or Be Acted Upon . . . . .	5
3.1.4	Listening to Our Language . . . . .	5
3.1.5	Circle of Concern or Circle of Influence . . . . .	5
3.1.6	Direct, Indirect, and No Control . . . . .	5
3.1.7	Expanding Circle of Influence . . . . .	5
3.1.8	The “Have’s” and the “Be’s” . . . . .	6

3.1.9	The Other End of the Stick . . . . .	6
3.1.10	Making and Keeping Commitments . . . . .	6
3.1.11	Proactivity: the Thirty-Day Test . . . . .	6
3.2	Habit 2: Begin with the End in Mind – Principles of Personal Leadership . . . . .	6
3.2.1	What It Means . . . . .	6
3.2.2	All Things are Created Twice . . . . .	6
3.2.3	By Design Or Default . . . . .	6
3.2.4	Leadership And Management – the Two Creations . . . . .	6
3.2.5	Rescripting: Become Your Own First Creator . . . . .	6
3.2.6	A Personal Mission Statement . . . . .	6
3.2.7	At The Center . . . . .	6
3.2.8	Alterative Centers . . . . .	6
3.2.9	Identify Your Center . . . . .	7
3.2.10	A Principle Center . . . . .	7
3.2.11	Writing and Using a Personal Mission Statement . . . . .	7
3.2.12	Using Your Whole Brain . . . . .	7
3.2.13	Two Ways to Tap the Right Brain . . . . .	7
3.2.14	Expand Perspective . . . . .	7
3.2.15	Visualization and Affirmation . . . . .	7
3.2.16	Identifying Roles and Goals . . . . .	7
3.2.17	Organizational Mission Statements . . . . .	7
3.3	Habit 3: Put First Things First – Principles of Personal Management . . . . .	7
3.3.1	The Power of Independent Will . . . . .	7
3.3.2	Four Generations of Time Management . . . . .	7
3.3.3	Quadrant II . . . . .	7
3.3.4	What It Takes to say “No” . . . . .	7
3.3.5	Moving into Quadrant II . . . . .	8
3.3.6	The Quadrant II Tool . . . . .	8
3.3.7	Becoming A Quadrant II Self-Manager . . . . .	8
3.3.8	Living It . . . . .	8
3.3.9	Advances of the Fourth Generation . . . . .	8
3.3.10	Delegation: Increasing P and PC . . . . .	8
3.3.11	Gofer Delegation . . . . .	8
3.3.12	Stewardship Delegation . . . . .	8
3.3.13	The Quadrant II Paradigm . . . . .	8
<b>4</b>	<b>Public Victory</b>	<b>8</b>
4.1	Paradigms of Interdependence . . . . .	8
4.1.1	The Emotional Bank Account . . . . .	8
4.1.2	Six Major Deposits . . . . .	8
4.1.3	Attending to the Little Things . . . . .	8
4.1.4	Keeping Commitments . . . . .	9
4.1.5	Clarifying Expectations . . . . .	9
4.1.6	Showing Personal Integrity . . . . .	9
4.1.7	Apologizing Sincerely When You Make a Withdrawal . . . . .	9
4.1.8	The Laws of Love and the Laws of Life . . . . .	9
4.1.9	P Problems are PC Opportunities . . . . .	9
4.1.10	The Habits of Interdependence . . . . .	9

4.2	Habit 4: Think Win/Win – Principles of Interpersonal Leadership . . . . .	9
4.2.1	Six Paradigms of Human Interaction . . . . .	9
4.2.2	Win/Win or No Deal . . . . .	9
4.2.3	Five Dimensions of Win/Win . . . . .	9
4.2.4	Charater . . . . .	9
4.2.5	Relationships . . . . .	9
4.2.6	Agreements . . . . .	9
4.2.7	Win/Win Performance Agreements . . . . .	10
4.2.8	Systems . . . . .	10
4.2.9	Processes . . . . .	10
4.3	Habit 5: Seek First to Understand, Then to Be Understood – Principles of Empathic Communication . . . . .	10
4.3.1	Charater and Communication . . . . .	10
4.3.2	Empathic Listening . . . . .	10
4.3.3	Diagnose Before You Prescribe . . . . .	10
4.3.4	Four Autobiographical Responses . . . . .	10
4.3.5	Understanding and Perception . . . . .	10
4.3.6	Then Seek to Be Understood . . . . .	10
4.3.7	One on One . . . . .	10
4.4	Habit 6: Synergize – Principles of Creative Cooperation . . . . .	10
4.4.1	Synergistic Communication . . . . .	10
4.4.2	Levels of Communication . . . . .	10
4.4.3	Negative Synergy . . . . .	11
4.4.4	Valuing the Differences . . . . .	11
4.4.5	All Nature is Synergistic . . . . .	11
<b>5</b>	<b>Renewal</b>	<b>11</b>
5.1	Habit 7: Sharpen the Saw – Principles of Balanced Self-Renewal . . . . .	11
5.1.1	Four Dimensions of Renewal . . . . .	11
5.1.2	The Physical Dimension . . . . .	11
5.1.3	The Spiritual Dimension . . . . .	11
5.1.4	The Mental Dimension . . . . .	11
5.1.5	The Social/Emotional Dimension . . . . .	11
5.1.6	Scripting Others . . . . .	11
5.1.7	Balance in Renewal . . . . .	11
5.1.8	Synergy in Renewal . . . . .	11
5.1.9	The Upward Spiral . . . . .	11
5.2	Inside-Out Again . . . . .	12
5.2.1	Intergenerational Living . . . . .	12
5.2.2	Becoming a Transition Person . . . . .	12

# 1 Learning Summary

## 1.1 Principle-Centered Paradigm

## 1.2 From Independence to Interdependence

## 1.3 Seven Habits and Seven Principles

## 1.4 Balanced Self-Renewal

## 1.5 Become a Transition Person

# 2 Paradigms and Principles

## 2.1 Inside-Out

### 2.1.1 Primary and Secondary Greatness

- 

### 2.1.2 The Power of A Paradigm

- 

### 2.1.3 The Power of A Paradigm Shift

- 

### 2.1.4 Seeing and Being

- 

### 2.1.5 The Principle-Centered Paradigm

- 

### 2.1.6 Principles of Growth and Change

- 

### 2.1.7 The Way we See the Problem Is the Problem

- 

### 2.1.8 A New Level of Thinking

- 

## 2.2 The Seven Habits – An Overview

### 2.2.1 “Habits” Defined

-

### 2.2.2 The Maturity Continuum

- 

### 2.2.3 Effectiveness Defined

- 

### 2.2.4 Three Kinds of Assets

- 

### 2.2.5 Organizational PC

- 

### 2.2.6 How to Use This Book and What You Can Expect

- 

## 3 Private Victory

### 3.1 Habit 1: Be Proactive – Principles of Personal Vision

#### 3.1.1 “Proactivity” Defined

- 

#### 3.1.2 Taking the Initiative

- 

#### 3.1.3 Act or Be Acted Upon

- 

#### 3.1.4 Listening to Our Language

- 

#### 3.1.5 Circle of Concern or Circle of Influence

- 

#### 3.1.6 Direct, Indirect, and No Control

- 

#### 3.1.7 Expanding Circle of Influence

-

### 3.1.8 The “Have’s” and the “Be’s”

- 

### 3.1.9 The Other End of the Stick

- 

### 3.1.10 Making and Keeping Commitments

- 

### 3.1.11 Proactivity: the Thirty-Day Test

- 

## 3.2 Habit 2: Begin with the End in Mind – Principles of Personal Leadership

### 3.2.1 What It Means

- 

### 3.2.2 All Things are Created Twice

- 

### 3.2.3 By Design Or Default

- 

### 3.2.4 Leadership And Management – the Two Creations

- 

### 3.2.5 Rescripting: Become Your Own First Creator

- 

### 3.2.6 A Personal Mission Statement

- 

### 3.2.7 At The Center

- 

### 3.2.8 Alterative Centers

-

### **3.2.9 Identify Your Center**

- 

### **3.2.10 A Principle Center**

- 

### **3.2.11 Writing and Using a Personal Mission Statement**

- 

### **3.2.12 Using Your Whole Brain**

- 

### **3.2.13 Two Ways to Tap the Right Brain**

- 

### **3.2.14 Expand Perspective**

- 

### **3.2.15 Visualization and Affirmation**

- 

### **3.2.16 Identifying Roles and Goals**

- 

### **3.2.17 Organizational Mission Statements**

- 

## **3.3 Habit 3: Put First Things First – Principles of Personal Management**

### **3.3.1 The Power of Independent Will**

- 

### **3.3.2 Four Generations of Time Management**

- 

### **3.3.3 Quadrant II**

- 

### **3.3.4 What It Takes to say “No”**

-

### 3.3.5 Moving into Quadrant II

- 

### 3.3.6 The Quadrant II Tool

- 

### 3.3.7 Becoming A Quadrant II Self-Manager

- 

### 3.3.8 Living It

- 

### 3.3.9 Advances of the Fourth Generation

- 

### 3.3.10 Delegation: Increasing P and PC

- 

### 3.3.11 Gofer Delegation

- 

### 3.3.12 Stewardship Delegation

- 

### 3.3.13 The Quadrant II Paradigm

- 

## 4 Public Victory

### 4.1 Paradigms of Interdependence

#### 4.1.1 The Emotional Bank Account

- 

#### 4.1.2 Six Major Deposits

- 

#### 4.1.3 Attending to the Little Things

-



#### 4.1.4 Keeping Commitments

- 

#### 4.1.5 Clarifying Expectations

- 

#### 4.1.6 Showing Personal Integrity

- 

#### 4.1.7 Apologizing Sincerely When You Make a Withdrawal

- 

#### 4.1.8 The Laws of Love and the Laws of Life

- 

#### 4.1.9 P Problems are PC Opportunities

- 

#### 4.1.10 The Habits of Interdependence

- 

### 4.2 Habit 4: Think Win/Win – Principles of Interpersonal Leadership

#### 4.2.1 Six Paradigms of Human Interaction

- 

#### 4.2.2 Win/Win or No Deal

- 

#### 4.2.3 Five Dimensions of Win/Win

- 

#### 4.2.4 Character

- 

#### 4.2.5 Relationships

- 

#### 4.2.6 Agreements

-

#### 4.2.7 Win/Win Performance Agreements

- 

#### 4.2.8 Systems

- 

#### 4.2.9 Processes

- 

### 4.3 Habit 5: Seek First to Understand, Then to Be Understood – Principles of Empathic Communication

#### 4.3.1 Character and Communication

- 

#### 4.3.2 Empathic Listening

- 

#### 4.3.3 Diagnose Before You Prescribe

- 

#### 4.3.4 Four Autobiographical Responses

- 

#### 4.3.5 Understanding and Perception

- 

#### 4.3.6 Then Seek to Be Understood

- 

#### 4.3.7 One on One

- 

### 4.4 Habit 6: Synergize – Principles of Creative Cooperation

#### 4.4.1 Synergistic Communication

- 

#### 4.4.2 Levels of Communication

-

#### 4.4.3 Negative Synergy

- 

#### 4.4.4 Valuing the Differences

- 

#### 4.4.5 All Nature is Synergistic

- 

### 5 Renewal

#### 5.1 Habit 7: Sharpen the Saw – Principles of Balanced Self-Renewal

##### 5.1.1 Four Dimensions of Renewal

- 

##### 5.1.2 The Physical Dimension

- 

##### 5.1.3 The Spiritual Dimension

- 

##### 5.1.4 The Mental Dimension

- 

##### 5.1.5 The Social/Emotional Dimension

- 

##### 5.1.6 Scripting Others

- 

##### 5.1.7 Balance in Renewal

- 

##### 5.1.8 Synergy in Renewal

- 

##### 5.1.9 The Upward Spiral

-

## 5.2 Inside-Out Again

### 5.2.1 Intergenerational Living

- 

### 5.2.2 Becoming a Transition Person

-