

Book Reading Summary: The 7 Habits of Highly Effective People

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1 Paradigms and Principles

1.1 Inside-Out

1.1.1 Primary and Secondary Greatness

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1.1.2 The Power of A Paradigm

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1.1.3 The Power of A Paradigm Shift

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1.1.4 Seeing and Being

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1.1.5 The Principle-Centered Paradigm

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1.1.6 Principles of Growth and Change

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1.1.7 The Way we See the Problem Is the Problem

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1.1.8 A New Level of Thinking

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1.2 The Seven Habits – An Overview

1.2.1 “Habits” Defined

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1.2.2 The Maturity Continuum

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1.2.3 Effectiveness Defined

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1.2.4 Three Kinds of Assets

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1.2.5 Organizational PC

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1.2.6 How to Use This Book and What You Can Expect

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2 Private Victory

2.1 Habit 1: Be Proactive – Principles of Personal Vision

2.1.1 “Proactivity” Defined

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2.1.2 Taking the Initiative

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2.1.3 Act or Be Acted Upon

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2.1.4 Listening to Our Language

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2.1.5 Circle of Concern or Circle of Influence

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2.1.6 Direct, Indirect, and No Control

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2.1.7 Expanding Circle of Influence

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2.1.8 The “Have’s” and the “Be’s”

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2.1.9 The Other End of the Stick

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2.1.10 Making and Keeping Commitments

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2.1.11 Proactivity: the Thirty-Day Test

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

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2.3 Habit 3: Put First Things First – Principles of Personal Management

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3 Public Victory

3.1 Paradigms of Interdependence

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3.2 Habit 4: Think Win/Win – Principles of Interpersonal Leadership

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

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3.4 Habit 6: Synergize – Principles of Creative Cooperation

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4 Renewal

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

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4.2 Inside-Out Again

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