

Book Reading Summary: The 7 Habits of Highly Effective People

Tianpei Xie

Dec. 10th., 2023

Contents

| | | |
|----------|---|----------|
| 1 | Learning Summary | 4 |
| 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 |
| 2 | Paradigms and Principles | 4 |
| 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 |
| 3 | Private Victory | 5 |
| 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 |
| 4 | Public Victory | 8 |
| 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 |
| 4.4 | Habit 6: Synergize – Principles of Creative Cooperation | 10 |
| 5 | Renewal | 10 |
| 5.1 | Habit 7: Sharpen the Saw – Principles of Balanced Self-Renewal | 10 |
| 5.2 | Inside-Out Again | 10 |

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 Charater 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

-

5 Renewal

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

-

5.2 Inside-Out Again

-