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Seven Habits of highly effective people

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Can you summarize 7 Habits of Effective People?

It's a long book, but I'll try and condense it as much as possible:
The main teaching point of the book is that success comes from building internal character based on values and principles, rather than just trying to change behaviour.

The 7 principles themselves need to be internalized and built into who you are as a person.

Habit 1: Be Proactive

- You are responsible for your own life and to make things happen.
- Operate within the things you can control and don't worry about the things you can't control.

Habit 2: Begin with the End in Mind

- Keep the end of something in mind when working/planning.
- Visualize future events (Imagination is a uniquely human trait - use it)

Habit 3: Put First Things First

- Focus your time on the things that are truly important for progress. (Things like answering emails often aren't and are a waste of time)
 - Don't be afraid to delegate that which is not a priority to you.
- Habits 1, 2 and 3 are all focused on you. They're private habits that need to be built inside your own mind before you can move to the later habits.

Habit 4: Think Win/Win

- Always aim for win/win scenarios with other people.
- Take care of your relationships with other people - they're important.
- Have an abundance mentality: there is plenty of success to go around. (Most people have the scarcity mentality and are jealous of other peoples success)

Habit 5: Seek First to Understand, then to be Understood

- You should truly understand someone before trying to diagnose their problem or give advice.
- Use Emphatic Listening: When they say something, rephrase their content and reflect their feeling.
- After understanding, you can present your own ideas.

Habit 6: Synergize

- Using the first 5 habits allows us to join with others effectively and accomplish more than we could on our own.
- You should values other peoples differences. It gives you multiple points of view.

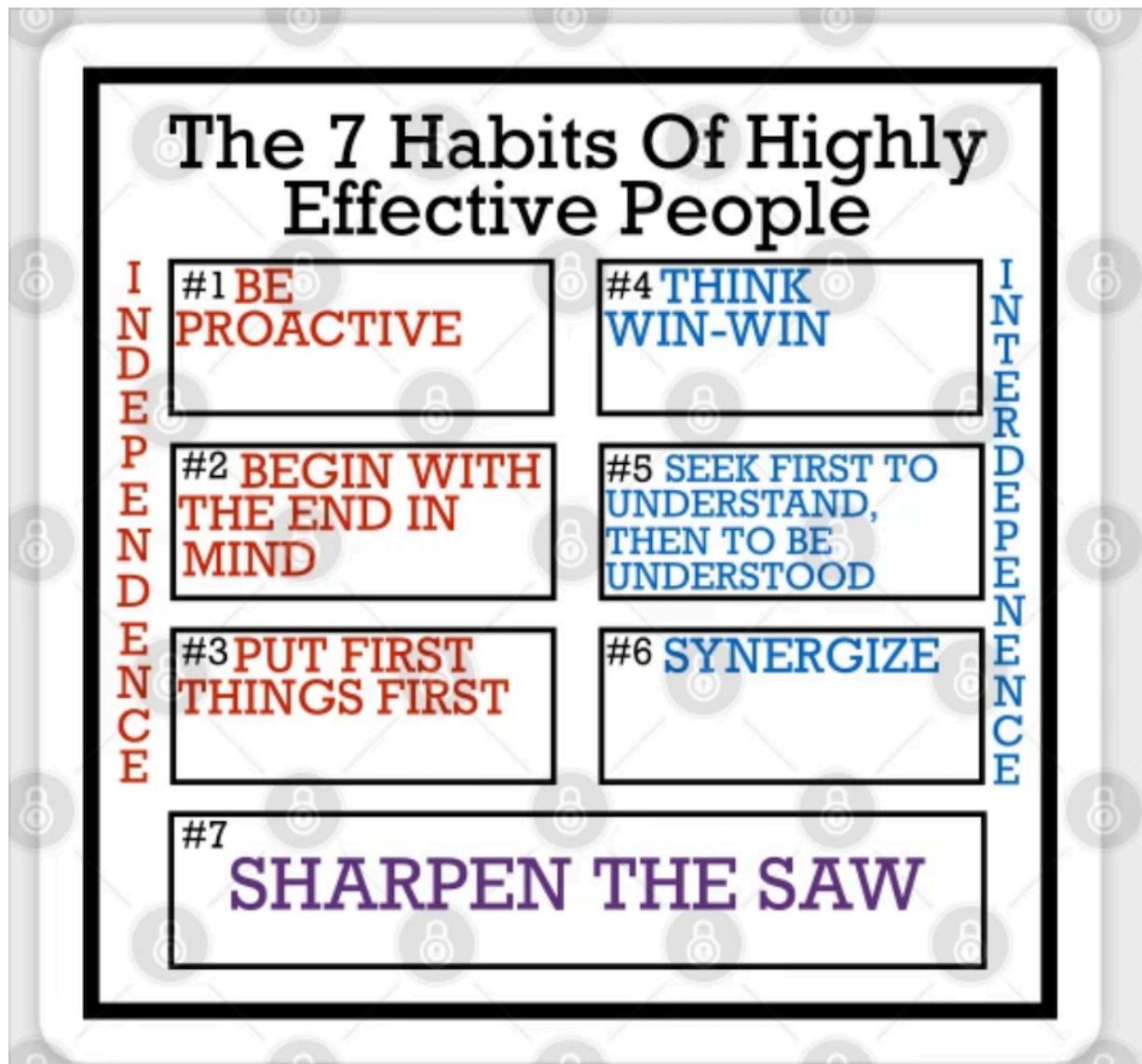
Habits 4, 5 and 6 are focused on your interactions with other people.

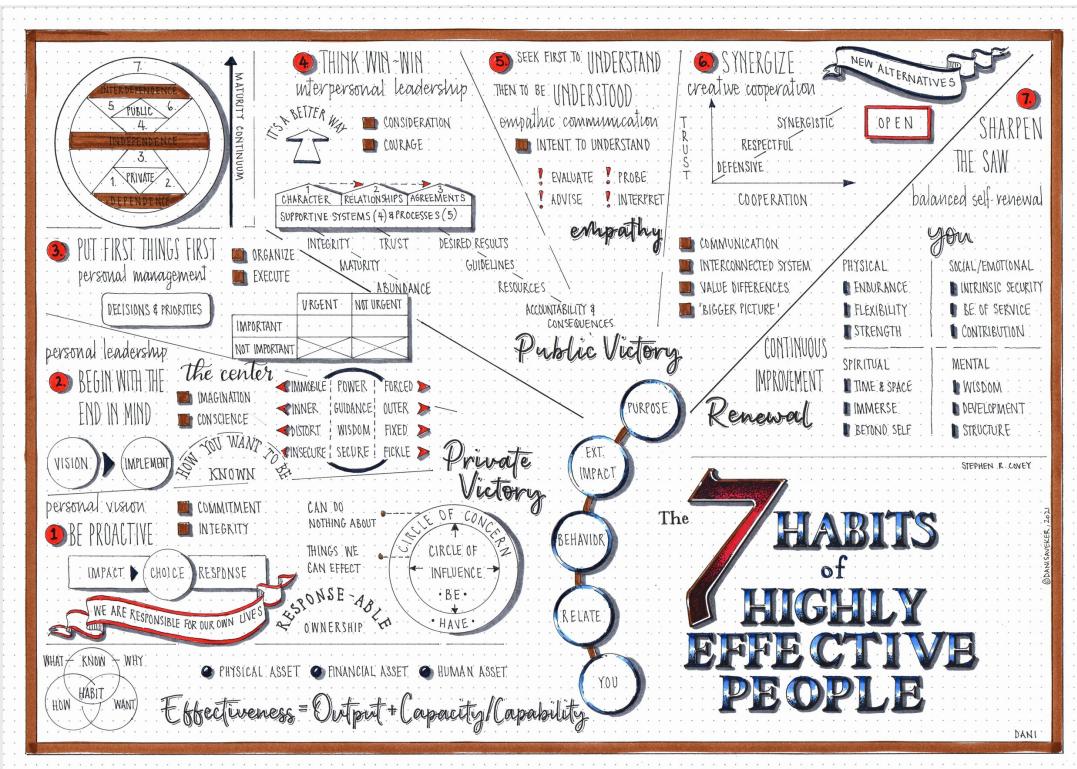
Habit 7: Sharpen the Saw

- You should constantly be taking care of your needs to ensure that you're ready to apply these habits at any time.
- 4 Core Needs to take care of:
 - Physical (Health/Exercise)
 - Spiritual (Conviction and faith - not necessarily in religion but in your own principles and values)

- Mental (Cognitive ability and expanding your mind - think reading etc.)
- Social/Emotional (Interaction and relationships)

If this was useful to you, I produce content on similar topics over on YouTube. Feel free to check it out via the link below.





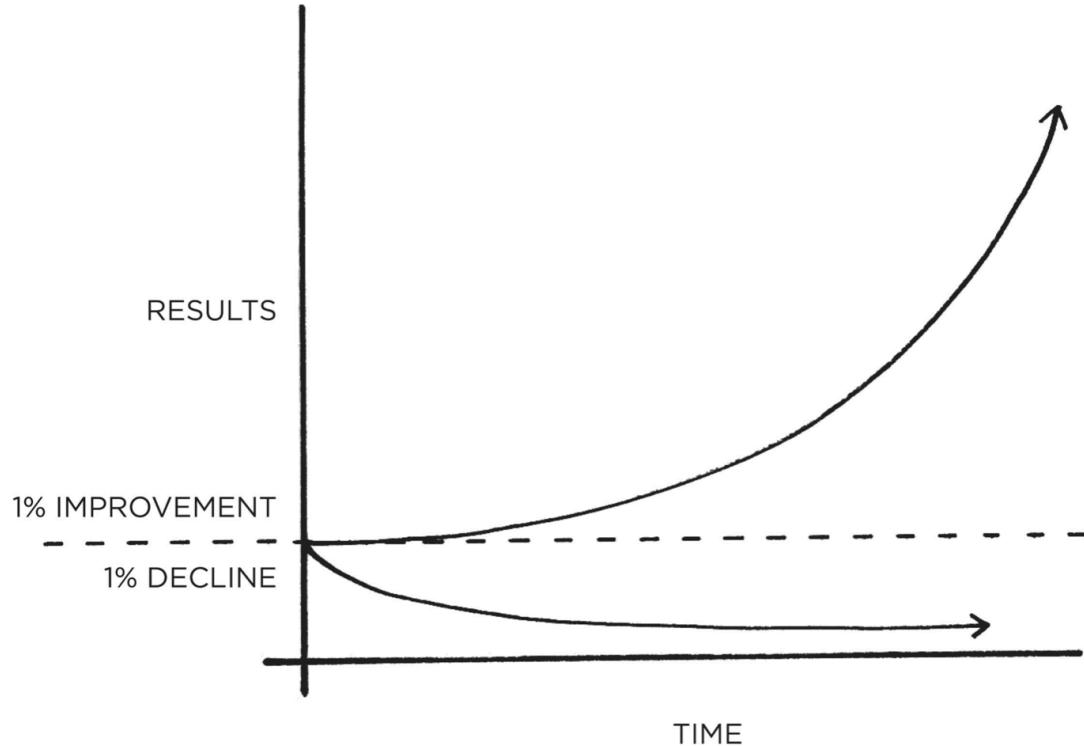


FIGURE 1: The effects of small habits compound over time. For example, if you can get just 1 percent better each day, you'll end up with results that are nearly 37 times better after one year.

THE PLATEAU OF LATENT POTENTIAL

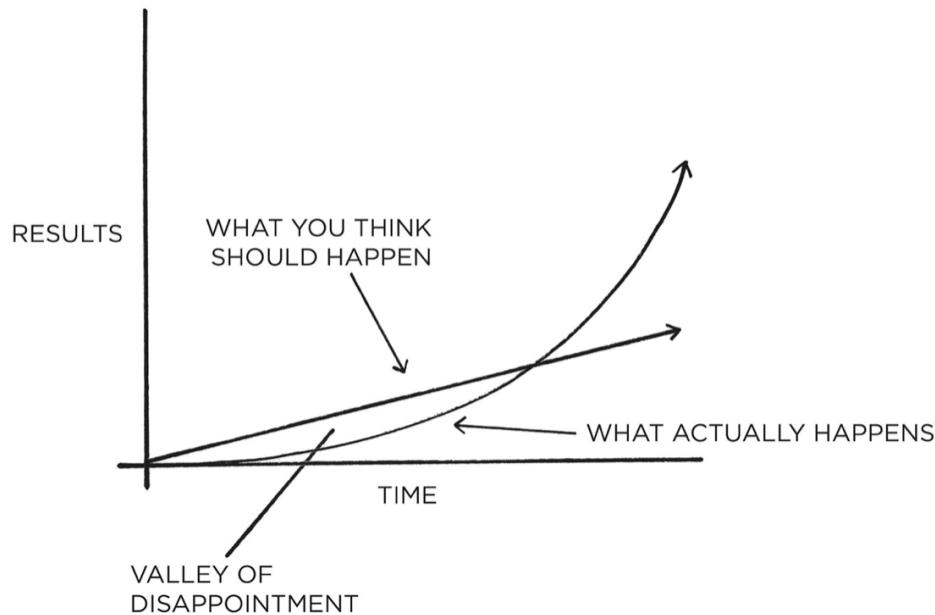


FIGURE 2: We often expect progress to be linear. At the very least, we hope it will come quickly. In reality, the results of our efforts are often delayed. It is not until months or years later that we realize the true value of the previous work we have done. This can result in a “valley of disappointment” where people feel discouraged after putting in weeks or months of hard work without experiencing any results. However, this work was not wasted. It was simply being stored. It is not until much later that the full value of previous efforts is revealed.

	URGENT	NOT URGENT
IMPORTANT	QUADRANT I <i>Activities</i> <ul style="list-style-type: none">• Crises• Pressing problems• Deadline-driven projects	QUADRANT II <i>Activities</i> <ul style="list-style-type: none">• Relationship building• Recognizing new opportunities• Planning
NOT IMPORTANT	QUADRANT III <i>Activities</i> <ul style="list-style-type: none">• Interruptions• Some calls, meetings• Popular activities	QUADRANT IV <i>Activities</i> <ul style="list-style-type: none">• Trivial busywork• Time wasters• Pleasant activities

