

HOW EFFECTIVE ARE YOU?

7 HABITS OF HIGHLY EFFECTIVE PEOPLE WORKSHEET

LEARN HOW TO USE THE
7 HABITS IN YOUR DAILY LIFE
AND BECOME MORE
PROACTIVE AND PRODUCTIVE



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In Stephen Covey's "7 Habits Of Highly Effective People" he covers seven techniques for becoming more proactive, motivated and productive. He also covers how we can use our interactions with others to reach our goals more quickly and with less stress.

You may think you're pretty effective right now, and you may even apply the 7 Habits to your daily lives already but there are always ways to improve and this worksheet will help you shine a light on your current effectiveness and what you could do with improving, even just a little bit!

HOW TO USE THIS WORKSHEET

The worksheet assumes you have a basic working knowledge of the 7 Habits already. If you don't you can [read through all the different steps on FlippingHeck.com](#) (you can see my original and updated versions)

Follow through each step, writing down your notes in the boxes provided. Revisit the worksheet every few months so you can see if there are any things that you still need to work on and perhaps some items that you are procrastinating on.

Good luck and until next time,

Stay Productive!



HABIT 1 - BE PROACTIVE

We have a **circle of influence** that we can control and a circle of concern that includes things that may affect us that are out of our control (other people's actions, world events etc.). In order to be proactive we need to



concentrate on the matters that we can influence - these are our own thoughts and actions rather than concentrating on what other people are doing or thinking. By working on things in our circle of influence we can become more proactive about controlling things in our lives rather than sitting back and expecting things to happen for us.

YOUR HABIT 1 PROGRESS

What have you worked on in your circle of influence recently? Think about your relationships with friends, families and co-workers, have you dealt with a situation you'd normally walk away from? Have you learned a new skill or improved an existing one?

What can you do to improve your proactivity? Are there things you are procrastinating on that need your attention? Remember recognizing there are things that need to be worked on is half the battle!

What are you dwelling on? Is it in your circle of concern? Remember these are things that you have no control over like global news events.



HABIT 2 - START WITH THE END IN MIND

We can't get anywhere if we **don't know where we want to be!** It's important to know what we want the outcome of any given situation to be so we can figure out what steps we need to take in order to achieve our goals. Visualising our goals also helps us to form them into something more tangible and achievable.



YOUR HABIT 2 PROGRESS

What is your current goal? If you have more than one, pick the one you're having the most trouble with. Now write down the outcome that you would like to achieve below. Use as much detail as you can - the more detailed, the more real it will become.

Write down some of the steps you need to take in order to achieve your goal. This list doesn't need to be exhaustive but should cover most of the main way-points to reaching your desired outcome.



HABIT 3 - PUT FIRST THINGS FIRST



All too often we'll look at the first task on our to-do list and tackle that first as it seems to be the most urgent. Sometimes we don't have a lot of energy so tackle a task that isn't urgent or important.

Neither of these tactics will help us achieve our goals, we'll either be expending unnecessary energy or procrastinating. Stephen Covey provides us with a **Time Management Matrix** so we can determine what tasks are truly important.

YOUR HABIT 3 PROGRESS

1 IMPORTANT AND URGENT	2 NOT URGENT BUT IMPORTANT
3 URGENT BUT NOT IMPORTANT	4 NOT URGENT AND NOT IMPORTANT

Take a look at the tasks you put down in Habit 2. Put a number from the Time Management Matrix (left) next to each one. How many are a "1" - Urgent **and** important? These are the ones you need to focus on first. If it's marked as a "2" you can plan when you need to do it, if it's a "3" you can put it off for a while or give it to someone else to do, and if it's a "4" you can forget it, or put it on a **Someday/ Maybe List** to look at later on.

Note down the tasks marked with a "1" below - these are the ones you really need to concentrate on first. Are there as many priority tasks as you thought there were? I bet not!

SEE, YOU'RE BEING MORE EFFECTIVE ALREADY AND WE'RE ONLY HALF-WAY THROUGH!

THE PUBLIC VICTORY PHASE

This isn't a habit in itself but it's important to include it as it has direct bearing on the next 4 habits.

The first 3 habits were all very personal to us and were all within our control. As we move on to the next habits we start to interact with others and bring outside people into our circle of influence.

This can have great benefits as bringing people into our work and lives can provide new insights as well as an additional hand to help spread out the workload.

In the **Public Victory Phase**, Covey discusses an "Emotional Bank Account" where we make deposits and withdrawals with people. Treat them well and we have a positive balance, treat them poorly and we get emotionally overdrawn with them.

If we want people to be on our side and help us to achieve our goals we need to make sure we are in emotional credit with the people we deal with.

YOUR PROGRESS SO FAR

What techniques are you using all the time? Think carefully, you may be using them without even knowing! This will include asking questions and taking an interest in people, saying "Hello" to a co-worker, keeping promises and saying sorry when needed.



HABIT 4 - THINK WIN/WIN



If we want people to help us achieve the goal we set out in Habit 2 then we need to get them on our side and build up our emotional bank balance. In order to do this we need to have a **mutually beneficial outcome** - it can't all be one-sided as that will be damaging to the relationship.

Of course, there will be some situations where a Win/Win situation is impossible, in that case you may decide on a "Draw", but you need to go into every situation looking at how you can get as close to a Win/Win outcome as possible.

YOUR HABIT 4 PROGRESS

Think of who you would like to help you achieve your goal - a co-worker, family member, peer or even someone that you don't know but need to reach out to.

What do you think that person wants in return for helping you? Is it recognition in the form of a thank-you? Maybe it's something more tangible like a thank-you present or perhaps it's an exchange of services. Note down below some ideas you can use as rewards to help achieve Win/Win situations with various people.



HABIT 5 - SEEK FIRST TO UNDERSTAND THEN TO BE UNDERSTOOD

In order to make deposits into someone's Emotional Bank Account and build up credit with them you need to know what makes them tick. What motivates them? What are their goals, their passions? You won't find out all of this information by constantly talking about yourself and what **you** want to achieve - to get to know the person you're dealing with you have to ask questions, find out about them and, most importantly, seem interested in what they have to say.



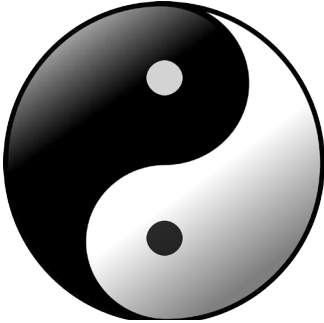
These days you can do some prior research on social media to find out some of their interests so you have something to start a conversation with, this will help you build a bond with the other person and enable you to concentrate on what Covey calls "**Empathic listening**" where we ask questions, can understand root motivations and begin to build a strong emotional bank account and bond with them.

YOUR HABIT 5 PROGRESS

Write down some examples of Empathic listening questions, ensure that they're leading and don't just require a yes or no response - that way you'll build your bond up much quicker. These could be about their hobbies, holiday's they've been on or a movie they've seen recently - remember it doesn't all have to be about work!



HABIT 6 - SYNERGISE



Once you have worked through all the previous habits and are in Emotional Credit with someone you'll start to become "Synergised" - that is start to interact with each other in a mutually beneficial way, topping up your Emotional Bank account without needing to really try and understanding the other persons wants and needs without too much effort.

In order to **achieve synergy** you'll need to be authentic, open, non-judgemental and always look for a Win/Win outcome (or Win/Draw at the worst case scenario).

YOUR HABIT 6 PROGRESS

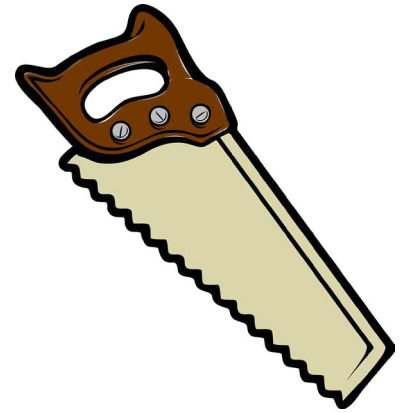
Think about your interactions with those around you. Are you being authentic and non-judgemental? Do you try to achieve an Win/Win outcome where possible? Write down some examples below:

Is there anything you could have done slightly better? Maybe you get frustrated a bit too easily if someone doesn't accept your point of view, maybe you haven't asked enough open questions? Write it down here so you can reflect on it and improve the next time the situation arises.



HABIT 7 - SHARPEN THE SAW

Now that you have gone through the 6 habits you can't just sit back and assume that your skills will continue to grow and flourish and that you'll continue to achieve your goals with ease. In order to maintain our effectiveness we need to continually practice, enhance and improve our skills which Covey calls the "**Principles Of Balanced Self-Renewal**". With this technique we look at each of the habits, how we have applied them in the past and how we can better apply them in the future. By reflecting in our progress and any difficulties we might be having, we then know what to work on in the future.



YOUR HABIT 7 PROGRESS

Look back over the previous 6 habits - what do you think you did well at? Are you a great listener? Do you find it easy to compromise? Note these victories in the section below.

How about things that need some improvement? Perhaps you could be a bit more proactive with certain things, or sort tasks into the Time Matrix a little better.

It is important to keep working on each of the 7 habits so that we can "keep our saw sharp" and maintain great relationships with those around us.



FINAL THOUGHTS

Stephen Covey's "**7 Habits Of Highly Effective People**" is a great way to learn how to become more proactive with your own goals, recognise that other people have their own needs and desires and that compromise is the best way forward.

Each of the habits builds on the one before it forming a strong chain that will help you in your interactions with others and yourself.

YOUR NEXT STEPS

KEEP REVISITING THIS WORKSHEET EVERY FEW MONTHS TO SEE HOW YOU ARE MAINTAINING AND IMPROVING YOUR EFFECTIVENESS.

THERE WILL ALWAYS BE SOMETHING YOU CAN DO A LITTLE BETTER OR NEED A REMINDER OF - AND DON'T FORGET TO KEEP "SHARPENING THE SAW"

IF YOU HAVE ANY QUESTIONS OR NEED HELP

Please feel free to [send me an email](#), [drop me a message on Twitter](#) or [contact me on my Facebook page](#) and I will try to help as best I can!

ABOUT THE AUTHOR



Katy Whitton is the editor of [FlippingHeck.com](#) a blog that covers all things motivation, self-improvement and teaches you to Become Productive One Day At A Time.

Her first e-course "[Become An Email Ninja: Master The Art Of Inbox Zero](#)" is now open for enrolment.